



Georgia Secretary of State

**ELECTIONS DIVISION**

# **Poll Worker Manual**

2012 Edition

## **PREFACE**

This *State of Georgia Poll Worker Manual* is to be used as a guide for the administration of elections conducted by county election officials for poll workers.

This manual is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, or applicable case law. Whenever there is a question regarding the interpretation of information contained in this handbook, or of a particular section of the Election Code, or any other statute, the user should contact competent legal counsel or the Office of the Secretary of State, Elections Division.

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## Elections and Registration Contact Information

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***Prior to your assigned duties be sure to collect:***

- *COUNTY CONTACT INFORMATION*
- *Contact information for BOARD MEMBERS, if applicable*
- *POLLING PLACE INFORMATION*
- *COUNTY MAP*
- *Supply list and other information provided by your county*

## General Information

### Qualifications, Conduct, and Training of Poll Officers<sup>1</sup>

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Poll officers appointed pursuant to Code Sections 21-2-90 and 21-2-91 shall be judicious, intelligent, and upright citizens of the United States, residents of the county in which they are appointed or, in the case of municipal elections, residents of the municipality in which the election is to be held or of the county in which that municipality is located, 16 years of age or over, and shall be able to read, write, and speak the English language. No poll officer shall be eligible for any nomination for public office or to be voted for at a primary or election at which the poll officer shall serve. No person who is otherwise holding public office, other than a political party office, shall be eligible to be appointed as or to serve as a poll officer. A parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a candidate shall not be eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.

The election superintendent shall provide adequate training to all poll officers and poll workers regarding the use of voting equipment, voting procedures, all aspects of state and federal law applicable to conducting elections, and the poll officers' or poll workers' duties in connection therewith prior to each general primary and general election and each special primary and special election; provided, however, such training shall not be required for a special election held between the date of the general primary and the general election. Upon successful completion of such instruction, the superintendent shall give to each poll officer and poll worker a certificate to the effect that such person has been found qualified to conduct such primary or election with the particular type of voting equipment in use in that jurisdiction. Additionally, the superintendent shall notify the Secretary of State on forms to be provided by the Secretary of State of the date when such instruction was held and the number of persons attending and completing such instruction. For the purpose of giving such instructions, the superintendent shall call such meeting or meetings of poll officers and poll workers as shall be necessary. Each poll officer shall, upon notice, attend such meeting or meetings called for his or her instruction.

No poll officer or poll worker shall serve at any primary or election unless he or she shall have received instructions; shall have been found qualified to perform his or her duties in connection with the type of voting equipment to be used in that jurisdiction; and shall have received a certificate to that effect from the superintendent; provided, however, that this shall not prevent the appointment of a poll officer or poll worker to fill a vacancy arising on the day of a primary or election or on the preceding day.

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<sup>1</sup> O.C.G.A. §§ 21-2-92, 21-2-99

## Campaign Activity or Campaign Material at the Polling Place<sup>2</sup>

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Except as required by law, no person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room.

No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.

No person shall solicit votes in any manner or by any means or method, nor shall any person distribute any campaign literature, newspaper, booklet, pamphlet, card, sign, or any other written or printed matter of any kind, nor shall any person conduct any exit poll or public opinion poll (see note below) with voters on any primary or election day:

1. Within 150 feet of the outer edge of any building within which a polling place is established; or
2. Within any polling place.

### **A Note about Exit Polling**

Exit polling is permitted so long as it is done at least 25 feet from the building in which a polling place is located. Despite the 150 foot restriction on exit polling found in O.C.G.A. § 21-2-414, the injunction against the State of Georgia limiting the enforcement of O.C.G.A. § 21-2-414 with respect to exit polling remains in effect. See *NBC v. Cleland*, 697 F.Supp. 1204 (N.D. Ga. 1988).

## Voting by Electors Over 75 Years of age or older or Disabled<sup>3</sup>

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On election day between the hours of 9:30 A.M. and 4:30 P.M., each elector who is 75 years of age or older or who is disabled and requires assistance in voting, shall, upon request to a poll officer, be authorized at any primary or election to vote immediately at the next available voting compartment or booth without having to wait in line. Notice of the provisions of this Code section shall be prominently displayed in the voting place.

## Use of Cell Phones and Other Electronic Devices within Polling Place<sup>4</sup>

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No elector shall use photographic or other electronic monitoring or recording devices or cellular telephones while such elector is within the enclosed space in a polling place.

No person shall use a cellular telephone or other electronic communication device once such person has been issued a ballot or, in the case of precincts using voting machines or electronic recording voting systems, once the person has entered the voting machine or voting enclosure or booth. This subsection shall not prohibit the use of cellular telephones by poll officials.

## Voter Needing Assistance<sup>5</sup>

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<sup>2</sup> O.C.G.A. §§ 21-2-413 and 21-2-414

<sup>3</sup> O.C.G.A. § 21-2-409.1

<sup>4</sup> O.C.G.A. §§ 21-2-413 and 21-2-414

<sup>5</sup> O.C.G.A. §§ 21-2-409 and 21-2-410

No elector shall receive any assistance in voting at any primary or election unless he or she is unable to read the English language or he or she has a physical disability which renders him or her unable to see or mark the ballot or operate the voting equipment or to enter the voting compartment or booth without assistance. Before receiving assistance the elector shall take an oath that shall be administered to him or her and placed in writing by a manager, giving the reason why the elector requires assistance. The printed name and the signature of such person assisting the elector shall be provided on the oath.

***In elections in which there is a federal candidate on the ballot,*** any elector who is entitled to receive assistance in voting under this Code section shall be permitted by the managers to select any person of the elector's choice except the elector's employer or agent of that employer or officer or agent of the elector's union.

***In all other elections,*** any elector who is entitled to receive assistance in voting under this Code section shall be permitted by the managers to select (1) any elector, except a poll officer or poll watcher, who is a resident of the precinct in which the elector requiring assistance is attempting to vote; or (2) the mother, father, grandparent, aunt, uncle, sister, brother, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, or attendant care provider of the elector entitled to receive assistance of the elector entitled to receive assistance, to enter the voting compartment or booth with him or her to assist in voting, such assistance to be rendered inside the voting compartment or booth. No person shall assist more than ten (10) such electors in any primary, election, or runoff covered by this paragraph.

No person whose name appears on the ballot as a candidate at a particular election nor the mother, father, grandparent, aunt, uncle, sister, brother, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of that candidate shall offer assistance during that particular election under the provisions of this Code section to any voter who is not related to such candidate. For the purposes of this paragraph, "related to such candidate" shall mean the candidate's mother, father, grandparent, aunt, uncle, sister, brother, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law.

The oaths or declarations of assisted electors shall be returned by the chief poll manager to the superintendent. The oaths or declarations of assisted electors shall be available in the superintendent's office for public inspection.

If any elector, before or after entering the voting booth, shall ask for instructions concerning the manner of voting, a poll officer may give such elector such instructions; but no person giving an elector such instructions shall in any manner request, suggest, or seek to persuade or induce any such elector to vote any particular ticket or for any particular candidate or for or against any particular question. After giving such instructions and before the elector closes the booth or votes, the poll officer shall retire and the elector shall immediately vote.

**A poll worker may assist a voter with inserting a Voter Access Card, bringing up the instruction screen, and review instructions with the voter, but must leave the booth when the voter touches the "START" button.**

## **Good Practices for Voters with Disabilities**

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Signs are vital. Directional signs should designate accessible parking spaces and be visible, especially those designating handicapped parking spaces, as well as the nearest accessible entrance if it is not the main door.

If the precinct does not have a permanent handicapped parking space, designate a handicapped parking space by placement of a temporary “Handicapped Parking Sign”. Make sure there is unimpeded wheelchair access to the building, through the registration process, and to the voting booth.

Always be courteous and respectful. Be considerate of extra time it may take for a person who is disabled or elderly to complete the voting process, and give unhurried attention to a person who has difficulty speaking.

Always speak directly to the voter, and not to a companion, aide, or sign language interpreter.

Animals that assist people who are visually impaired, people with seizure disorders or others, should be admitted into all buildings. DO NOT pet or distract these Assistance Animals, as they are working animals, not pets.

If you observe a voter with a disability who needs assistance, ASK “May I help you in any way?” before rendering assistance. The answer you receive should dictate any further assistance.

Place chairs or benches along a waiting area for the convenience and comfort of those who may have difficulty standing for long periods of time.

### For Voters with Speech or Hearing Impairment

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A voter who cannot speak can give name and address simply by providing written name and address to the poll worker.

Follow the voter’s cues to determine whether speaking, gestures, or writing is the most effective method of communication.

If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times and keep your face in full light (not backlit).

Rephrase, rather than repeat, sentences that the voter does not understand.

### For Voters with Mobility-Impairment

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Do not push or touch another person’s wheelchair or equipment without prior consent. People using adaptive equipment often consider the equipment as part of their personal space. You are also more likely to break a wheelchair or piece of equipment with which you are not familiar.

Ask before helping. Grabbing someone’s elbow may throw the person off balance. A person with mobility impairment might lean on a door while opening it. Quickly opening the door might cause the person to fall.

Either fasten mats and throw rugs down securely or move them out of the way. A person with mobility impairment could trip.

Keep floors as dry as possible.

Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.

## Voters with Vision Impairment<sup>6</sup>

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A voter who is vision impaired and wishes to cast a ballot on the Touchscreen unit may do so on the unit with the VWD (Voters with Disability) Kit attached. To attach the VWD kit to one of the Touchscreen units follow the steps as outlined in this manual.

## Occupation of Voting Booths by Anyone Other Than Voter<sup>7</sup>

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All persons except poll officers, poll watchers, persons in the course of voting and such persons' children under 18 years of age or any child who is 12 years of age or younger accompanying such persons, persons lawfully giving assistance to electors, duly authorized investigators of the State Election Board, and peace officers when necessary for the preservation of order, must remain outside the enclosed space during the progress of the voting. Notwithstanding any other provision of this chapter, **any voter shall be permitted to be accompanied into the enclosed area and into a voting compartment or voting machine booth while voting by such voter's child or children under 18 years of age or any child who is 12 years of age or younger** unless the poll manager or an assistant manager determines in his or her sole discretion that such child or children are causing a disturbance or are interfering with the conduct of voting. Children accompanying a voter in the enclosed space pursuant to this subsection shall not in any manner handle any ballot nor operate any function of the voting equipment under any circumstances.

## Challenges to Voting<sup>8</sup>

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Any voter of the county or municipality may challenge the right of any other voter of the county or municipality, whose name appears on the list of electors, to vote in an election. Such challenge shall be in writing and specify distinctly the grounds of such challenge. Such challenge may be made at any time prior to the voter whose right to vote is being challenged voting at the voter's polling place or, if such voter cast an absentee ballot, prior to 5:00 P.M. on the day before the election; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk whose vote is cast on a DRE unit must be made prior to such person's voting.

*If a voter wishes to challenge another voter, call your local election office and ask to speak with the elections superintendent or the registrar. If a challenge is filed, the poll manager will be instructed regarding the handling of a challenged ballot.*

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<sup>6</sup> O.C.G.A. § 21-2-409

<sup>7</sup> O.C.G.A. § 21-2-413

<sup>8</sup> O.C.G.A. § 21-2-230



Notwithstanding any other provisions of this chapter, a poll watcher may be permitted behind the enclosed space for the purpose of observing the conduct of the election and the counting and recording of votes. Such poll watcher shall in no way interfere with the conduct of the election, and the poll manager may make reasonable regulations to avoid such interference. Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space. If a poll watcher persists in interfering with the conduct of the election or in violating any of the provisions of this Code section after being duly warned by the poll manager or superintendent, he or she may be removed by such official. **Any infraction or irregularities observed by poll watchers shall be reported directly to the Election Superintendent, not to the poll manager.** Official Poll Watchers will have been given a letter by the candidate or party chairperson and a badge bearing the words “Official Poll Watcher”, the name of the poll watcher, the primary or election in which the poll watcher shall serve, and either the precinct or tabulating center in which the poll watcher shall serve or a statement. The poll watcher shall wear such badge at all times while serving as a poll watcher.

## Election Offenses

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Poll managers should familiarize themselves with the following sections of the Georgia Election Code to ensure that persons at the poll do not violate the law.

O.C.G.A. § 21-2-566:	Interference with primaries and elections generally.
O.C.G.A. § 21-2-567:	Intimidation of electors.
O.C.G.A. § 21-2-568:	Entry into voting compartment or booth while another is voting; interfering with elector; inducing elector to reveal or revealing elector’s vote; influencing elector while assisting.
O.C.G.A. § 21-2-569:	Interfering with poll officers.
O.C.G.A. § 21-2-570:	Buying or selling, offering to buy or sell, or participating in the buying and selling of votes.
O.C.G.A. § 21-2-571:	Voting by unqualified elector or giving false information.
O.C.G.A. § 21-2-574:	Unlawful possession of ballots.
O.C.G.A. § 21-2-575:	Counterfeit ballots or ballot labels; sample or facsimile ballots.
O.C.G.A. § 21-2-576:	Destroying, defacing, or delaying delivery of ballots.
O.C.G.A. § 21-2-578:	Unfolding, opening, or prying into ballots.
O.C.G.A. § 21-2-579:	Fraudulently allowing ballot or voting machine to be seen; casting unofficial ballot; receiving unauthorized assistance in voting.

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<sup>9</sup> O.C.G.A. § 21-2-408

O.C.G.A. § 21-2-582:	Tampering with, damaging, or preventing of proper operation of tabulating machines.
O.C.G.A. § 21-2-583:	Removal or destruction of election supplies or conveniences.
O.C.G.A. § 21-2-593:	Failure of law enforcement officers to remove obstacles or to maintain order at polling places; hindrance or delay of poll officers by law enforcement officers.
O.C.G.A. § 21-2-597:	Intentional interference with performance of election duties.

## **Election Offenses involving operation of the polls**

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Poll managers must familiarize themselves with the following sections of the Georgia Election Code to ensure that unlawful acts or omissions by poll officers do not occur. These acts or omissions can be prevented by carefully managing the activities of the poll.

O.C.G.A. § 21-2-584:	Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certification as to swearing of poll officer.
O.C.G.A. § 21-2-587:	Failure to return memory cards.
O.C.G.A. § 21-2-587:	Frauds by poll officers.
O.C.G.A. § 21-2-588:	Premature counting of votes by poll officer.
O.C.G.A. § 21-2-589:	Willful omissions by poll officers.
O.C.G.A. § 21-2-590:	Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.
O.C.G.A. § 21-2-591:	Poll officers permitting unlawful assistance to voters.
O.C.G.A. § 21-2-592:	Failure of poll officers to keep record of assisted voters.

## Photo identification

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Except as noted below, all voters are required to present proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and before the voter is admitted to the enclosed space of the polling place.<sup>10</sup> The enclosed space is that area where a guardrail or barrier is constructed and placed so that only such persons that are inside the rail or barrier can approach within six feet of the ballot box, the touch-screen units, and all voting stations.<sup>11</sup>

## Proper Identification

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Proper identification shall consist of any one of the following:

1. A Georgia driver's license which was properly issued by the appropriate state agency;
2. A valid Georgia voter identification card<sup>12</sup> or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the voter;
3. A valid United States passport;
4. A valid employee identification card containing a photograph of the voter and issued by any branch, department, agency, or entity of the United States government, this state or any county, municipality, board, authority, or other entity of this state;
5. A valid United States military identification card, provided that such identification card contains a photograph of the voter; or
6. A valid tribal identification card containing a photograph of the voter.

If the voter does not have any of these forms of identification, he or she may vote a provisional ballot upon swearing or affirming that he or she is the person identified in the voter certificate.<sup>13</sup>

**Exception:** *A voter who registered to vote by mail, but did not furnish the required identification at that time and is voting for the first time in this state is required to present either one of the six forms of identification listed above or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.*<sup>14</sup>

If a voter does not have one of the six acceptable forms of photo ID, he or she will receive a letter that outlines their options. A copy of this letter, "To: Georgia Voters – Without Photo ID on Election Day" should be given to all voters without ID before they leave the polling place. It is included in this manual as Appendix 1.

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<sup>10</sup> O.C.G.A. § 21-2-417

<sup>11</sup> O.C.G.A. § 21-2-267

<sup>12</sup> O.C.G.A. § 21-2-417.1

<sup>13</sup> O.C.G.A. § 21-2-417(b)

<sup>14</sup> O.C.G.A. § 21-2-417(c)

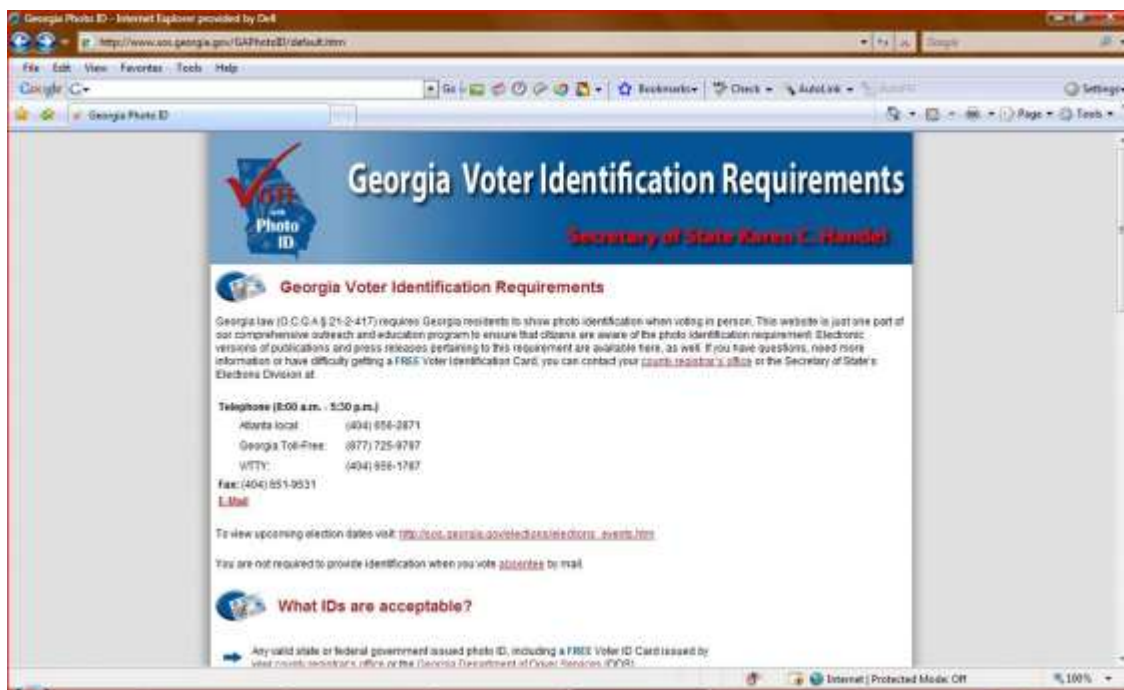
The State of Georgia offers a **FREE** Voter Identification Card. An identification card can be issued at any county registrar's office free of charge.

To Receive a voter identification card, the voter must provide:

- A photo identity document or approved non-photo identity document that includes full legal name and date of birth
- Documentation showing the voter's date of birth
- Evidence that the applicant is a registered voter
- Documentation showing the applicant's name and residential address

More information about photo identification can be found at the website:

<http://www.gaphotoid.com/>



Number (1-6) preceding the example refers to the list of six acceptable forms of identification.<sup>15</sup>

### Acceptable Voter Photo IDs

- (1) A [Georgia driver's license](#) which was properly issued by the appropriate state agency



- Doesn't need to be valid
- Can be expired

### Acceptable Voter Photo IDs

- (2) A [valid Georgia Voter Identification Card \(VIC\) issued under Code Section 21-2-417.1](#) or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;



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<sup>15</sup> O.C.G.A. 21-2-417(a)(1)-(6)

## Acceptable Voter Photo IDs

- (2) A valid Georgia voter identification card issued under Code Section 21-2-417.1 or other [valid identification card issued by a branch, department, agency, or entity of the State of Georgia](#), any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;



## Acceptable Voter Photo IDs

- (2) A valid Georgia voter identification card issued under Code Section 21-2-417.1 or other [valid identification card issued by a branch, department, agency, or entity of the State of Georgia](#), any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;



## Acceptable Voter Photo IDs

- (2) A valid Georgia voter identification card issued under Code Section 21-2-417.1 or other [valid identification card issued by a branch, department, agency, or entity of the State of Georgia](#), any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;



## Acceptable Voter Photo IDs

- (2) A valid Georgia voter identification card issued under Code Section 21-2-417.1 or other [valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state](#), or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;

[Out-of-state driver's license is acceptable if it is valid.](#)



## Acceptable Voter Photo IDs

**(3) A valid United States passport**



## Acceptable Voter Photo IDs

(4) A valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;



## Acceptable Voter Photo IDs

- (4) A [valid employee identification card](#) containing a photograph of the elector and [issued by any](#) branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other [entity of this state](#);



## Acceptable Voter Photo IDs

- (4) A [valid employee identification card](#) containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, [board](#), authority, or other entity [of this state](#);



## Acceptable Voter Photo IDs

- (4) A [valid employee identification card](#) containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, [authority](#), or other entity [of this state](#);



## Acceptable Voter Photo IDs

- (5) A valid United States [military identification card](#), provided that such identification card contains a photograph of the elector



## Acceptable Voter Photo IDs

- (6) A [valid tribal identification card](#) containing a photograph of the elector.



## Precinct Supplies

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- Express Poll Units .(paper electors list for back-up)
- Recap Sheet (DRE and Provisional), Numbered List, Oaths (Manager, Assistant Manager, Clerk)
- Voter Access Cards
- Keys
- Supervisor Card and Envelope
- Back-up Encoder
- Cleaning cloth for touch screens
- Voter Certificates and Binders
- “I Have Voted” Stickers
- VWD (Voters With Disabilities) Kit
- Pens/pencils, badges, envelopes, tacks, tape, scissors, etc.
- Envelopes for returning paperwork
- Voter Registration Applications
- Change of Address Cards
- DRE Seals
- *Opening and Closing Instructions*
- Provisional Ballots and Provisional Numbered List of Voters
- Provisional Voter Certificates and Provisional Voter Registration Applications
- Provisional Ballot container/envelopes and Provisional Voting Booth
- Challenged Ballot Supplies and Information
- Legal Notices for Posting
- Magnifying Glasses, signature guides, door grips (if required)

## Signs/Notices to be Displayed

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### **IN EACH VOTING BOOTH**

- Voting Instructions

### **INSIDE POLLING SITE**

- Identification Required to Vote
- Voting Rights Poster
- Card of Instructions (1)
- Notice of Penalties (1)
- Sample Ballots (2)
- Public Notice – Use of Cell Phones and Other Electronic Devices Within Poll
- Instructional Poster for Voting; one (1) per Touchscreen unit and two (2) large on the walls
- Magnified Ballot Request
- “Electors 75 Years and Older”

### **OUTSIDE POLLING SITE**

- “Vote Here”
- Red “No Campaigning”
- Handicapped parking sign (if permanent sign not posted)

## Election Day

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***Poll Managers and Assistant Managers Report to Polling Place by 6:00 a.m.***<sup>16</sup>

### Duties Prior to 7:00 a.m.

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**OATHS** – Administer the oaths (remember to raise your right hand). One of the assistant managers swears in the manager who, in turn, swears in the two assistant managers and the clerks. Have all workers sign the oaths and place in the proper envelope.

**NAME BADGES** – Provide a Name Badge for each Poll Official. The badge must be worn at all times.

**POST THE FOLLOWING SIGNS/NOTICES:**

- “Vote Here”
- Red “No Campaigning”
- Handicapped sign, if permanent sign not posted
- Identification Required to Vote
- Voting Rights Poster
- Card of Instructions (1)
- Notice of Penalties (1)
- Sample Ballots (2)
- Public Notice – Use of Cell Phones and Other Electronic Devices Within Poll
- Instructional Poster for Voting (2 Large in Precinct)
- Magnified Ballot Request
- “Electors 75 Years and Older”

### Preparation of Touchscreen Units

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All duties must be performed in full view of the public. Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.

**At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.**

Refer to the *Opening and Closing Instructions*. This should be done in assembly line style: while waiting for one Touchscreen unit to get to the proper screen or finish printing a report, go to the next Touchscreen unit and continue with the opening or closing procedure.

**While conducting the opening procedures, do not remove side privacy panels.**

- 1) One Poll Official reads the instructions
- 2) One Poll Official follows the instructions as read to them
- 3) One Poll Official records the necessary information on the *Direct Record Electronic Voting Machine Recap Sheet*

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<sup>16</sup> **O.C.G.A. § 21-2-405**

***If Seal on the Touchscreen unit is broken prior to conducting the opening procedures, call your local elections office immediately.***

## Opening Procedure for the Voting Unit

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### ON ALL UNITS

1. Verify "Before Polls Open SEAL NUMBER" and "DRE UNIT NUMBER" on *Direct Record Electronic Voting Machine Recap Sheet*. (See pg. 28).
2. Cut seal and open case. Do not remove side privacy panels.
3. Using the key, unlock and remove the printer cover on the top right side and unlock the security door on the right side.
4. Push the **RED** power button to turn the unit on.



The zero report will automatically begin to print.

### **DO NOT TEAR THE TAPE**

**When the report is finished printing, verify that all counters on the report are at zero (0). Remember: the Manager and both assistants must sign ALL tapes. If the Count Number on the Touchscreen unit is not zero (0), call your local elections office immediately.**

1. Leaving the Zero Report attached, roll it up and replace and lock the printer cover. Close and lock the security door.
2. On the "Need Another Copy" screen, press the "No" button.
3. Remove side privacy panels from back cover and attach both sides to Touchscreen unit.
4. Press and hold the BLACK button at the top of the screen to raise the screen.
5. Tilt the screen to the desired angle.

**DO NOT PULL THE SCREEN UP TO THE FULL UPRIGHT POSITION.**

**IF THE TOUCHSCREEN IS PULLED OUT OF THE SOCKET, REPOSITION BY USING YOUR THUMB TO DEPRESS THE TAB AND INSERT BACK INTO SLOT. PLACE TOUCHSCREEN AT DESIRED ANGLE.**





**DO NOT FORGET:**

Attach “Voting Instructions” poster to the inside of each Touchscreen unit and withdrawn candidate information if applicable.

**Electrical Cord Placements** - Check to make sure that the power cord that goes from the booth to the Touch Screen unit located on the left side of the unit towards the back is firmly plugged in.

Attach the VWD (Voters With Disability) kit to one of your Touch Screen units. The plug-ins for the headphones and the keypad are located on the right side of the Touch Screen unit just in front of where the security door closes. This allows you to attach or remove the VWD kit without having to unlock and open the security door.

*The VWD kit can be attached to any one of your Touch Screen units. All units are capable of displaying the audio and/or magnified ballot.*

1. Plug in the headphone set to the headphone jack labeled “**AUDIO**”, and then plug the keypad into the serial jack (5 prong on top, 4 on bottom) labeled “**KEYPAD**”.
2. Place the keypad on the unit behind the screen until needed.



***This unit can be used by any voter on Election Day when not in use by a disabled voter.***

## Troubleshooting Before Polls Open.

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### **What if nothing happens after I push the red button to turn the unit on?**

Check to see if the power cord is firmly attached and in place on the side of the Touchscreen unit.

Also, check the power cord in the back left corner of the Touchscreen unit. If there is still no response, call your local elections office.



### **What if there is no power cord in the unit?**

Prepare the unit for voting and call your local elections office to get one delivered. The unit can run on backup battery power until the replacement cord arrives.

### **What if a message comes up that says, “Please insert the election media or a security key card”?**

Make sure the memory card is fully inserted. With the security door open, push the memory card firmly into the slot.

### **What if the unit fails to print a Zero Report?**

Check that the printer lever is down (a gray “backward L” shaped lever to the right of where the paper comes out). If it is, check the paper roll and make sure it is installed correctly. Turn the unit off and then turn it back on. If it still doesn’t print, call your local elections office.



### **What if there is any other name of a precinct or polling location on the ballot screen other than what you know is supposed to be on the unit?**

Turn the unit off and call your local elections office.

## Before Polls Open Recap Sheet

Check for correct precinct.

Verify “DRE UNIT NUMBER” and “Before Polls Open SEAL NUMBER”

Record "Before Polls  
Open Count Number" on  
*Direct Record Electronic*  
*Voting Machine Recap Sheet.*  
Should all read zero **(0)**.

**If the TOUCHSCREEN Unit is not at zero, turn the unit off, close the unit and call your local elections office immediately.**

Election: (Check One)

☐ General

☐ Presidential Preference Primary

☐ Primary

☐ Special

☐ Runoff (if applicable)

**USE BALL POINT PEN**

**Bear Down – You Are Making Three Copies**

WHITE sheet to Secretary of State  
 YELLOW sheet to Superintendent  
 PINK sheet to Clerk of Superior Court

DATE OF ELECTION \_\_\_\_\_

COUNTY / MUNICIPALITY \_\_\_\_\_

PRECINCT \_\_\_\_\_

TIME LAST VOTER VOTED \_\_\_\_\_

NUMBER OF REGISTERED VOTERS IN PRECINCT \_\_\_\_\_

Express Poll Serial #'s		Encoder Serial #'s	

### DIRECT RECORD ELECTRONIC VOTING MACHINE RECAP

**SECTION A: RECORD EACH UNIT**

DRE UNIT NUMBER	Before Polls Open SEAL NUMBER	Before Polls Open COUNT NUMBER	After Polls Close SEAL NUMBER	After Polls Close COUNT NUMBER

**SECTION B: TOTAL OF ALL VOTES CAST (ALL UNITS COMBINED)**

\_\_\_\_\_

**SECTION C: NUMBER OF PERSONS VOTING:**

1. Total number voting as shown by Accumulator Results Tape \_\_\_\_\_
2. Total number voting as shown on all Numbered List of Voters (for primary; total all lists) \_\_\_\_\_
 

Democratic Numbered List \_\_\_\_\_  
 Republican Numbered List \_\_\_\_\_  
 Nonpartisan Numbered List \_\_\_\_\_
3. Total number voting as shown by Electors List \_\_\_\_\_
4. Total number voting as shown by Voter Certificates (for primary; total all lists) \_\_\_\_\_
 

Democratic Voter Certificates \_\_\_\_\_  
 Republican Voter Certificates \_\_\_\_\_  
 Nonpartisan Voter Certificates \_\_\_\_\_

**Note:** Lines 1, 2, 3 and 4 should all be the same and should equal the total in Section B.  
 If not explain difference here: \_\_\_\_\_

We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this  
 the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. **SIGNED IN TRIPLICATE**

Manager \_\_\_\_\_

Assistant Manager \_\_\_\_\_

Assistant Manager \_\_\_\_\_

Form RS-DEE-06

## Preparation of the Polling Place

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The governing authority of each county and municipality shall provide and the superintendent shall cause all rooms used as polling places to be provided with suitable heat and light, a sufficient number of voting compartments, booths, or machines, and the proper supplies for the voter to conveniently mark their ballots. When practicable, every polling place shall consist of a single room, every part of which is within the unobstructed view of those present. The voting machine or machines shall be placed in the voting rooms so as to allow monitoring of the units by the poll officers while the polls are open, and to permit the public to observe the voting without affecting the privacy of the voters as they vote.<sup>17</sup>

At least one hour prior to the time set to open the polls, the voting machines and supplies will be delivered to the polling places in each precinct. The machines will be set up in the proper manner, signs, sample ballots and other instructions will be posted, and other supplies will be distributed.<sup>18</sup>

Prior to opening the polls, the manager will break the seal on each voting unit, turn on each unit, certify that each unit is operating properly and is set to zero, and print a zero tape certifying that each unit is set to zero. The manager shall keep or record this zero certification on each unit. At least one voting machine will be accessible to disabled electors at each precinct.<sup>19</sup>

## Opening the Poll

---

At 7:00 A.M., the Poll Manager is publicly to declare, "The Poll is Open."

**IF IT BECOMES EVIDENT THAT YOU WILL NOT BE ABLE TO OPEN THE POLL PROMPTLY AT 7:00 A.M., CALL YOUR LOCAL ELECTIONS OFFICE IMMEDIATELY.**

**AS SOON AS PRACTICAL AFTER THE POLL IS OPEN, INFORM YOUR LOCAL ELECTIONS OFFICE OF THE ACTUAL TIME THE POLL OPENED.**

## While Polls Are Open

---

Only the following persons may be allowed to enter the enclosed space of the poll.

- Poll Officials
- Voters
- Persons legally assisting voters who are disabled or illiterate
- Members of the Board of Registrations and Elections (*or Probate Judge*) and local elections Office staff
- Authorized Poll Watchers
- Persons authorized by the Office of the Secretary of State or the State Election Board (including investigators and monitors)
- Peace officers when necessary to preserve order
- Children under the age of 18 accompanied by parent or any child 12 years and younger provided that they do not create a disturbance and do not in any manner handle the Touchscreen units

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<sup>17</sup> O.C.G.A. § 21-2-267

<sup>18</sup> O.C.G.A. §§ 21-2-328 and 21-2-375

<sup>19</sup> O.C.G.A. § 21-2-379.7

The enclosed space is that area where a guardrail or barrier is constructed and placed so that only such persons that are inside the rail or barrier can approach within six feet of the ballot box, the Touchscreen units, and all voting stations.<sup>20</sup>

Inspect the Touchscreen units at least once every hour throughout the day, making sure that the units have not been damaged, and that only the official materials are in the booths. Remove anything a voter might have left behind such as sample ballots, trash, and campaign materials.

Wipe off the touchscreen with the Computer Cleaning Cloth that came in your supplies if necessary.  
**DO NOT USE LIQUID OR ANY OTHER CLOTH.**

Make sure that the Touchscreen unit is not running on battery power during these inspections. There is a panel on the lower right hand corner of the touch screen. If it reads "AC OFFLINE" and the bar is **RED**, the Touchscreen unit is running on its battery. If it is on battery power, make sure that the AC cord is correctly plugged into an outlet or daisy-chained to a neighboring Touchscreen unit and that the other end is correctly inserted into the AC inlet of the booth. Notify your local elections office if power is not restored to the Touchscreen unit.



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<sup>20</sup> O.C.G.A. § 21-2-267

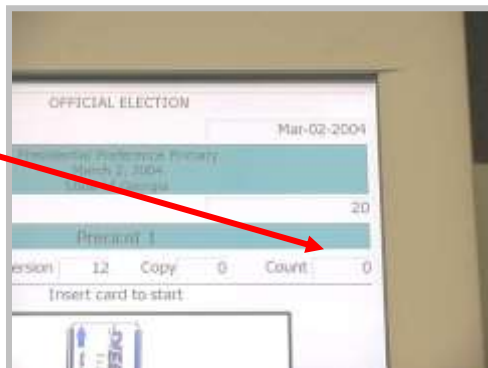
After last voter has voted,  
record the time on the Recap  
Sheet.

<sup>21</sup> O.C.G.A. § 21-2-379.11

## After Closing the Poll

### Closing Procedures for Each TOUCHSCREEN Unit

Verify the Touchscreen unit Number and record the After Polls Close COUNT NUMBER from each Touchscreen unit on the correct line of the *Direct Record Electronic Voting Machine Recap Sheet*.



Refer to the *Opening and Closing Instructions*.

Open the sealed envelope containing your Supervisor Card. Insert the Supervisor Card. Enter the password. **The password will appear as asterisks on the screen.** Touch the **OK** button.



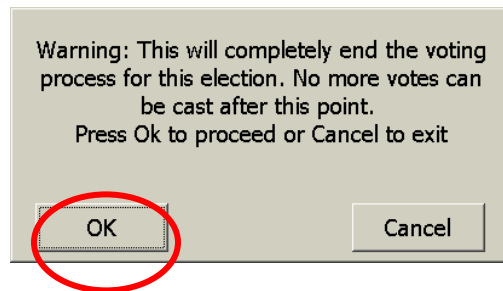
Remove the Supervisor Card when prompted.

The following screen will appear:



Press **End Election**

You will see the following warning:

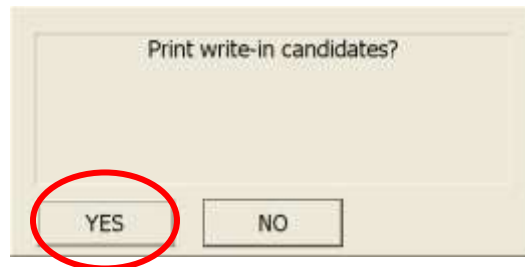


Press **OK** and proceed.

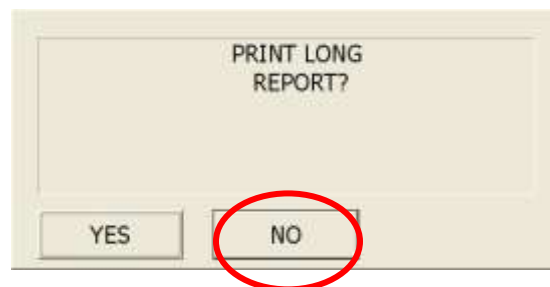
Unlock and remove the printer cover.

When the **Print Write-in candidates?** screen appears, touch the **YES** box.

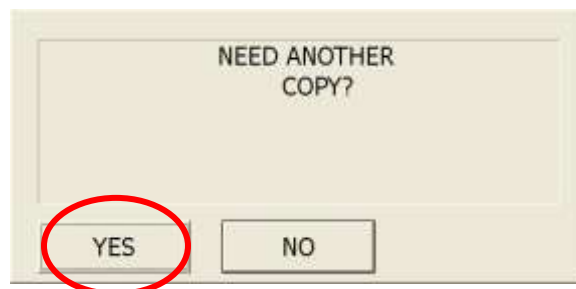
Note: In a Primary Election, or if no Write-in votes were cast on this particular machine, this option will not be given and proceed to the next step



When the **PRINT LONG REPORT?** screen appears, press **NO**.



When printing is finished and the screen reads **NEED ANOTHER COPY?**, press **YES** twice.



**You will have (3) tapes for each unit when finished, (1) with zero's and (2) without.**

When the screen reads **NEED ANOTHER COPY?**, press **NO**.



Remove the memory card and repeat the above steps 1 thru 6 on each unit.

***ON ALL TOUCHSCREEN UNITS –***

***ACCUMULATING IN THE PRECINCT***

You can now remove the Memory Cards from each unit, shut off each Touchscreen unit, **EXCEPT FOR THE ACCUMULATOR UNIT**, and lock the side security door.

Place a Seal on each Touchscreen unit, **EXCEPT FOR THE ACCUMULATOR UNIT**, and record the Seal Number on the **Direct Record Electronic Voting Machine Recap Sheet**.

***ACCUMULATING PROCEDURE – Loading Memory Cards***

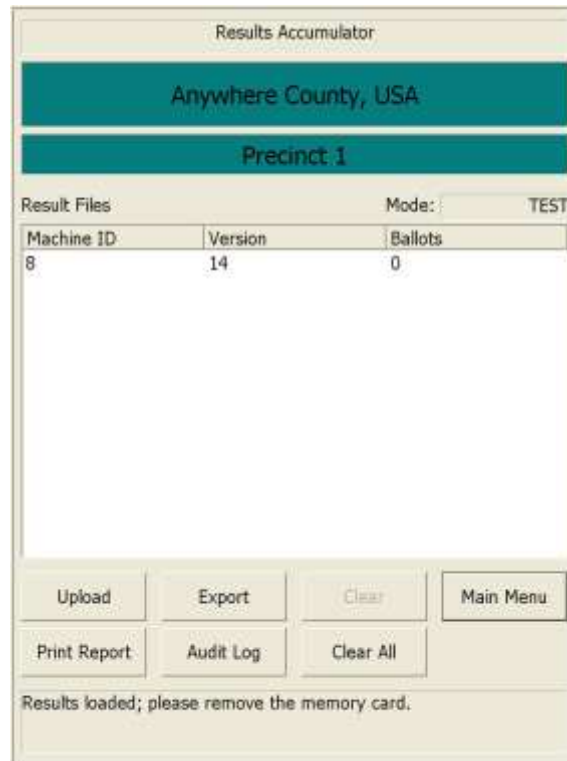
***On the Accumulator Unit***

When Post Election Mode screen appears, touch **Accumulator**.

The screenshot shows the 'Post Election Mode' interface. At the top, it displays 'Election Jul-25-2001' and 'Anywhere County USA'. Below this, 'Vote Center 10' and 'Precinct 1' are shown. A status bar indicates 'Unit 8', 'Version 14', 'Copy 0', and 'Count 0'. In the center, there are three buttons: 'Reporting', 'Upload Results', and 'Accumulator'. A red arrow points from the text 'touch Accumulator' to the 'Accumulator' button. At the bottom right is a 'Shutdown System' button. The bottom section, 'System Information', shows 'SN 1', 'System Total 117', and 'AC Online 100%' in a green box.

Post Election Mode							
Election	Jul-25-2001						
Anywhere County USA							
Vote Center	10						
Precinct 1							
Unit	8	Version	14	Copy	0	Count	0
<div>Reporting</div> <div>Upload Results</div> <div>Accumulator</div>							
<div>Shutdown System</div>							
System Information							
SN	1	System Total	117	AC Online 100%			

The Results Accumulator screen will appear.



Result Files			Mode: TEST
Machine ID	Version	Ballots	
8	14	0	

Results loaded; please remove the memory card.

1. The memory card in the Accumulator unit will automatically load and be listed on the screen with the machine ID and number of ballots for that unit displayed.
2. Remove the memory card from the Accumulator unit and insert the next memory card into the bottom slot of the unit. This memory card will automatically load like the first one.
3. Repeat steps 1 and 2 until **all the memory cards** have been uploaded into the Accumulator. Remove the last memory card from the machine before printing.

After **all memory cards** have been loaded touch, **Print Report** at the bottom of the screen.

When the **Print Write-in candidates?** screen appears, touch the **YES** box.

**Note:** In a Primary Election, or if no Write-in votes were cast on this particular machine, this option will not be given and proceed to the next step.

When the **PRINT LONG REPORT?** screen appears, Touch the **NO** box.

When printing is finished and the screen reads **NEED ANOTHER COPY?** press **YES** twice.

- **Place 1 copy of the results tape on the polling place door.**
- **Place the other Accumulated Printer Results Tapes in the proper envelope.**

Replace and lock printer cover using the key. Turn the Touchscreen unit off by pressing the **RED** button behind the security door.

Using the key, **lock** the security door.

Place a **seal** on the Accumulator unit and **record** the seal number on the *Direct Record Electronic Voting Machine Recap Sheet*.

**Remove Memory Card** and the Modem Card from the Accumulator Unit.

Turn the Touchscreen unit off by pressing the **RED** button behind the security door.

Using the key lock the side security door.

Place the Memory Cards and the tapes in the proper envelope.

Place a Seal on the Accumulator unit and record the **After Polls Close SEAL NUMBER** on the *Direct Record Electronic Voting Machine Recap Sheet*.



## Provisional Ballot Recap

**NOTE:** EVEN IF YOU HAVE NO PROVISIONAL BALLOTS - ***YOU MUST COMPLETE A PROVISIONAL BALLOT RECAP SHOWING ZERO'S ON LINES A, B, C, D, AND F.*** YOU MUST COMPLETE LINES E AND G (H SHOULD BE COMPLETED FOR YOU).

Complete information at top of form.

Remove the provisional voted ballots from the secure, sealed Provisional Ballot container.

Count and enter this number on Line F of the Provisional Ballot Recap.

Return ballots to the secure, sealed Provisional Ballot container.

***Only voted Ballots are to be placed in the secure, sealed Provisional Ballot container. Voter Registration Applications and certificates are to be placed in the SALMON-colored envelope.***

### Section I - Number of Persons Voting

Line A - Enter the number of provisional voter's certificates contained in the binders.

Line B - Enter the number of names listed on the provisional numbered list of voters.

Line C - Enter the number on the stub of the last provisional ballot issued.

Line D - Enter the number of spoiled provisional ballots.

### Section II - Ballot Recap

Line E - To determine the number of unused ballots, enter the serial number of the next ballot that would have been issued on Line (a); Line (b) will be the number of the last ballot in the last pad of ballots (This number has been entered for you). To determine the number of unused ballots, subtract (a) from (b) and add "1". Enter the resulting number on Line E.

Line F - total number of provisional ballots found in the ballot box.

Line G - Add lines D, E, and F - enter total.

Line H - Total number of provisional ballots received from the Election Superintendent. This number should be entered for you.

The image shows a sample of the "PROVISIONAL BALLOT RECAP" form. At the top, there is a header section with checkboxes for "General", "Presidential Preference Primary", "Primary", "Special", and "Runoff (if applicable)". To the right of these is a box that says "USE BALL POINT PEN" and "Bear Down - You Are Making Four Copies", with instructions for where to place the copies: "WHITE sheet to Secretary of State", "YELLOW sheet to Superintendent", "PINK sheet to Clerk of Superior Court", and "GOLDENROD sheet to be posted at the Precinct". Below the header, there are fields for "DATE OF ELECTION", "COUNTY/MUNICIPALITY", and "PRECINCT". The main body of the form is divided into two sections. "SECTION I - NUMBER OF PERSONS VOTING" contains lines A through D. Line A is "TOTAL PROVISIONAL VOTER'S CERTIFICATES IN BINDERS", Line B is "TOTAL NAMES ON PROVISIONAL NUMBERED LIST OF VOTERS", Line C is "TOTAL NUMBER OF PROVISIONAL BALLOT STUBS", and Line D is "TOTAL SPOILED PROVISIONAL BALLOTS". A note says "Subtract D from C, result = line F". "SECTION II - BALLOT RECAP" contains lines E through H. Line E is "TOTAL OF UNUSED PROVISIONAL BALLOTS" with sub-questions (a) and (b) for serial numbers. Line F is "TOTAL PROVISIONAL BALLOTS CAST". Line G is "TOTAL OF PROVISIONAL BALLOTS ON LINES 'D', 'E' & 'F'". Line H is "TOTAL NUMBER OF PROVISIONAL BALLOTS RECEIVED FROM SUPERINTENDENT". A note says "Line 'G' should equal Line 'H', if not equal, recount and/or check for errors. If second count or correction of error(s) does not correct the count, record differences here: Explain difference:". At the bottom, there is a signature line for the "Manager" and a date field "the \_\_\_\_ day of \_\_\_\_ 20\_\_".

The manager and BOTH assistant managers are to sign the Provisional Ballot Recap Sheet. The Goldenrod copy must be posted on polling place door with Touchscreen unit results tape(s).

## Packing Election Supplies, Materials, and Ballots

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**ENVELOPES - WHAT GOES INTO EACH ENVELOPE AND WHERE DO THEY GO?** Note: All envelopes are to be sealed once the required items have been placed inside.

**PROVISIONAL BALLOT STUBS,  
SPOILED AND CANCELLED (NOT CAST) BALLOTS,  
PROVISIONAL BALLOT RECAP**

- Provisional Ballot Recap
- All copies of the Provisional Numbered List
- Any Provisional Ballot Stubs from ballots cast
- Any spoiled and cancelled ballots (not cast)

**PROVISIONAL VOTER CERTIFICATES &  
VOTER REGISTRATION FORMS (SALMON-COLORED ENVELOPE)**

- All completed Provisional Voter Certificates
- All completed Provisional Voter Registration Applications

**NUMBERED LIST OF VOTERS**

- All copies of the Numbered List of Voters

**OATH OF POLL MANAGERS, CLERKS AND CONSOLIDATION ASSISTANTS**

- All copies of oath of managers
- All copies of oath of clerks

**PAYROLL AND OTHER FORMS REQUIRED BY COUNTY**

- Completed Payroll

**BALLOT RECAP SHEET with  
TWO ACCUMULATOR TOTAL RESULTS TAPES**

- All copies of the Direct Record Electronic Voting Machine Recap
- One long and one short accumulator total results tapes

**DRE MEMORY CARDS WITH UNIT RESULTS TAPES**

- All memory cards from each Touchscreen unit
- All unit results tapes

**CANCELLED ABSENTEE ENVELOPE**

- All cancelled absentee ballots

**VOTER'S CERTIFICATES IN BINDERS**

- Binders containing Voter's Certificates (bound in 100's)

**COMPLETED CHANGE OF NAME AND/OR ADDRESS FORMS**

- All Completed Change of Name and/or Address forms

***Where Do I Go and What Do I Do?***

*As soon as possible, go directly to the location assigned for delivery of ExpressPoll units and election material. Transport the salmon-colored **Voted Provisional Ballot***

**Envelope** (with all enclosures), the **Memory Card/Recap Sheet Envelope** (with all enclosures), and **unit keys** to the county tabulation center.

## Individual Work Stations

### Voter Identification and Voter's Certificate

All Voters must complete the Voter Certificate by:

- Printing Voter's Name
- Printing Current Residence Address ( see note below regarding Georgia VoteSafe voters)
- Printing Date of Birth
- Voter's signature

IF THE VOTER HAS A PHYSICAL DISABILITY, WHICH PROHIBITS THE VOTER FROM BEING ABLE TO WRITE AND/OR SIGN HIS OR HER NAME, THE POLL OFFICER SHOULD COMPLETE THE VOTER'S CERTIFICATE, STATE THE DISABILITY OF THE VOTER AND POLL OFFICER WILL SIGN HIS OR HER NAME IN THE APPROPRIATE SPACE.

#### *Ask Voter to provide identification*

Initial Form, check type of identification shown, and then verify information against the Electors' List.

Check voter's identification using yellow poster as guide.

You will see a mailing address on ExpressPoll if an elector is a VoteSafe voter. The new Voter's Certificates have a space for Current Residence Address of

Elector, but underneath this line is the note: "If vote safe voter, current Mailing Address"



**VOTER'S CERTIFICATE** \_\_\_\_\_, COUNTY OR MUNICIPALITY, STATE OF GEORGIA

I hereby certify that I am qualified to vote in the primary held on \_\_\_\_\_ 20\_\_\_\_ and that I have not and will not vote elsewhere in this primary in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.

For Primary Election ONLY (Check One): I request a ☐ Democratic ballot ☐ Republican ballot

I understand that making a false statement on this Certificate is a felony under O.C.G.A. § 21-2-562.

Print Current Name \_\_\_\_\_ Current Residence Address of Elector \_\_\_\_\_  
(If vote safe voter, current Mailing Address): R.F.D., Street or Road

Signature \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Elector's date of birth: \_\_\_\_\_

(POLL OFFICER USE)

Name or initials of poll officer receiving voter's certificate \_\_\_\_\_ Ballot Stub Number: \_\_\_\_\_  
Voting Machine Admission Number: \_\_\_\_\_

**IN CASE OF PHYSICAL DISABILITY OR ILLITERACY, FILL OUT THE FOLLOWING:**

Reason for assistance: ( ) Elector is unable to read the English language NOTE: See reverse side of form for notation of Person assisting elector.  
( ) Elector requires assistance due to physical disability

Signature of poll officer completing this section \_\_\_\_\_

**TYPE OF IDENTIFICATION PROVIDED:**

1) \_\_\_\_\_ Georgia driver's license  
2) \_\_\_\_\_ Valid ID card by any state or U.S. with photo  
3) \_\_\_\_\_ Valid U.S. Passport  
4) \_\_\_\_\_ Valid Govt. employee photo ID  
5) \_\_\_\_\_ Valid U.S. military ID card with photo  
6) \_\_\_\_\_ Valid tribal ID card with photo

First time registrant by mail only (IDR): May provide one of the six (6) ID items listed to the left, or one of the following:

a) \_\_\_\_\_ Current utility bill  
b) \_\_\_\_\_ Current bank statement  
c) \_\_\_\_\_ Govt. check or paycheck  
d) \_\_\_\_\_ Valid Govt. document with name and address

Form 146, VC-PBS-6-10

**IMPORTANT NOTICE:** If "IDR" is listed next to the voter's name on the Electors' List, this voter may show a utility bill, bank statement, government check, or paycheck, or government document that shows the name and address of the voter in addition to the 6 forms of photo identification. If a voter listed as IDR does not have proper ID, the voter will be allowed to vote a Provisional Ballot.

Give completed Voter's Certificate to the Poll Official in charge of the Electors' List.



## What if the voter does not have the appropriate form of identification?

Refer to the provisional voting instructions

**NEVER TURN A VOTER AWAY WHO DOES NOT HAVE THE PROPER IDENTIFICATION. DIRECT THIS VOTER TO THE PROVISIONAL VOTING STATION AND INFORM HIM OR HER THAT HE/SHE MAY SUPPLY THE APPROPRIATE ID TO THE REGISTRAR'S OFFICE WITHIN 3 DAYS IN ORDER TO HAVE THE BALLOT COUNTED.**

## If Voter Needs To Change Address

**IF VOTER MOVED WITHIN COUNTY**, the voter may vote one time at their old address but they will need to complete the **Change of Address Form**.

Rubber band all completed forms together and place in proper envelope.

*The change of address will be processed when registration reopens.*

This is a 'Change of Address Form' (FB4-Chg-08) for the State of Georgia. It is titled 'OFFICE USE ONLY' and contains several sections for registration officials to fill out. Section 1 asks for the voter's name, date of birth, and sex. Section 2 asks for the voter's address, including street, city, county, and zip code. Section 3 asks for the voter's telephone number and whether they are a resident of the state. Section 4 asks for the voter's driver's license or Georgia ID number, and whether they are a Georgia resident. Section 5 asks for the voter's signature and date. Section 6 asks for the voter's signature and date, and whether they are a Georgia resident. Section 7 asks for the voter's signature and date, and whether they are a Georgia resident. The form also includes a section for the registrar's office to use, with checkboxes for 'Voter's name changed', 'Voter's address changed', and 'Voter's date of birth changed'. There is a 'WARNING' box on the right side of the form, stating that the voter must provide the information requested by law, and that the registrar's office will not accept any information that is not provided by the voter.






**IF VOTER MOVED FROM ANOTHER COUNTY**, the voter may not vote unless he/she registered 30 days prior to the election. Have voter complete the **Voter Registration Application** (if available) and include the change of address (Block 6).

*The Voter Registration Application will be forwarded to the Registrar's Office.*

This is the 'State of Georgia Application for Voter Registration' form. It is titled 'STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION' and contains several sections for the voter to fill out. Section 1 asks for the voter's legal name, including any suffixes. Section 2 asks for the voter's address, including street, city, county, and zip code. Section 3 asks for the voter's date of birth and sex. Section 4 asks for the voter's telephone number and whether they are a resident of the state. Section 5 asks for the voter's driver's license or Georgia ID number, and whether they are a Georgia resident. Section 6 asks for the voter's signature and date. Section 7 asks for the voter's signature and date, and whether they are a Georgia resident. Section 8 asks for the voter's signature and date, and whether they are a Georgia resident. Section 9 asks for the voter's signature and date, and whether they are a Georgia resident. Section 10 asks for the voter's signature and date, and whether they are a Georgia resident. Section 11 asks for the voter's signature and date, and whether they are a Georgia resident. The form also includes a 'WARNING' box on the right side, stating that the voter must provide the information requested by law, and that the registrar's office will not accept any information that is not provided by the voter.



## ExpressPoll 4000 Opening Procedures

<p>1) Compare serial and seal numbers on ExpressPoll recap sheet with equipment, if correct, proceed.</p>	
<p>2) Open case; remove ExpressPoll units, power cord for each unit, and orange network cord. When handling the units, make sure that you lift and carry the unit by its base. If the unit is handled only by the touch screen you may cause the unit to malfunction.</p>	
<p>3) Attach orange network cord to both units.</p>	
<p>4) Plug the barcode scanner into the USB port before turning on the ExpressPoll unit.</p>	
<p>5) Turn battery switch on back of each ExpressPoll unit to <b>ON</b> position</p>	
<p>6) Attach power cords to units. Make sure power cords are plugged into AC power outlet.</p>	
<p>7) When turned on, both will show the Launch screen.</p>	
<p>8) On both units, touch the <b>Launch ExpressPoll</b> button.</p>	

- 9) Set the date and time on the units when prompted.  
When finished, touch the **Clock Time OK Continue** button on both units.

Check that the clock time is OK and adjust if required

Month	Day	Year
01	01	2020
-	+	-

Hour	Minute	AM/PM
01	00	PM
-	+	-

**Clock Time OK Continue** **Cancel**

## ON ALL UNITS

- 1) When the screen pictured appears on both units, verify both units show a network connection. This is indicated with two arrows  $\uparrow \downarrow$  in the bottom right corner of each unit. If both these arrows are not present on both units, power the units off and begin the procedures again.



- 2) Record the **Voters Marked** number on the **ExpressPoll Recap** sheet. Both units should be showing zero (0).



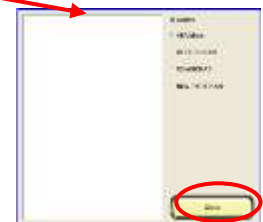
- 3) At the top of the screen displayed, touch the **Test and Lists** tab.







- 4) In the center of the screen touch the **Updates and Lists** tab.

- 5) Touch the **Numbered List** button at the bottom of the page.

- 6) Record the number displayed next to **Voter Totals** on the **ExpressPoll Recap** sheet. Both units should be showing zero (0).



- 7) Touch the **Close** button at the bottom of the screen.

<p>8) At the top of the screen touch the <b>Open/Close Polls</b> tab.</p> <p>Touch the <b>Open Polls</b> button at the bottom of the screen displayed.</p> <p>The poll status field will update from <b>CLOSED</b> to <b>OPENED</b>.</p>	
<p>9) Touch the <b>Electors List</b> tab at the top of the screen.</p>	
<p>10) At the next screen, touch the <b>Search Electors List Create Voter Card</b> button.</p>	
<p>11) The Electors List will be displayed and you are ready to search the list</p>	

### What if the ExpressPoll units do not synchronize when performing opening procedures on Election Day morning, or loses synchronization during the day?

Disconnect all cables and cords from the units, and turn the units completely off. Loosen the thumb screw at the back of the tablet; reseal the tablet to the base and retighten the thumbscrew. Begin opening procedures again.

## ELECTORS' LIST (*EXPRESSPOLL*)

Check to ensure Voter Certificate is complete and locate the voter's name on the Electors' List using ExpressPoll. **Note:** Always begin your search with the Electors' List set in Precinct search mode.

### Using The Barcode Scanner

1. A search for a voter using the barcode scanner can only be conducted from the search screen.
2. Scan the barcode on the Georgia driver's license or state identification card.
3. If located, the voter's information will be displayed automatically on the ExpressPoll screen.
4. If the voter is located by the scan process, then continue to process the voter access card.

---

**There is no change in the procedures for creating a voter access card and all voters MUST STILL COMPLETE AND SIGN A VOTER CERTIFICATE.**

---

5. If the voter is not located by the scan process, then locate the voter using the manual look-up process on ExpressPoll.
  - Failure to locate the voter by the barcode scan process simply indicates that the driver's license number does not directly match what is in ExpressPoll. It does not mean that the voter is not listed in the voter registration system.
  - There is no requirement to look up every voter using the scanner. If a voter is unable to remove his or her driver's license or identification card to provide access to the barcode on the back, simply locate the voter using the manual look-up process on ExpressPoll.

### What Are Some Helpful Hints For Using The Barcode Scanners?

- ✓ Poll worker must still check photo identification to ensure it matches the elector pursuant to O.C.G.A. §21-2-417. NOTE: Voters may still present any valid photo ID. Poll workers must not ask for a Drivers License or represent that other ID is not acceptable. If a voter presents other photo ID, simply manually look up the voter in ExpressPoll.
- ✓ The two barcodes on the new Georgia driver's licenses (i.e., issued after November of 2009) can throw off the scanner. If you are attempting to scan the barcode on a new driver's license, you should cover the smaller barcode at the top edge of the driver's license with your finger before you scan the larger barcode.



- ✓
- ✓ Scan the barcode holding the card steady under the straight line of light from the scanner (i.e., similar to a self check-out at the grocery store, rather than a credit card swipe machine).
- ✓ You should scan the barcode from 3-6 inches away from the scanner, and hold the card at a slight angle to the scanner (this reduces any "blow back" from glare).
- ✓ If the elector is not found in ExpressPoll by scanning the barcode, simply revert to existing manual look-up procedures.
- ✓ If an elector wishes to provide an updated driver's license number, the elector may complete a voter registration application with the updated information.

- ✓ The scanner may not be used for any other purpose than for use with ExpressPoll. Do not “test” the scanner on other barcodes than on a Georgia driver’s license or identification card. If you scan a barcode other than on a Georgia driver’s license or state identification card, then the scanner will produce an error condition which will temporarily disable the scanner.
- ✓ If scanners are used in a precinct, then each ExpressPoll unit used to check-in voters and create voter access cards should be equipped with a scanner. It is not recommended that the precinct operate with only a partial deployment of scanners.
- ✓ Typically, the scanner functions most effectively in the hands-free capacity, so set up and use the scanner in the flex stand provided. The scanner should be positioned so that it is facing the poll worker.
- ✓ In order to save time, voters should be advised to remove their Georgia driver’s license or state identification card before approaching the ExpressPoll check-in station.
- ✓ Refrain from establishing different lines at the polling place for voters using a Georgia driver’s license or state identification card as their photo identification. While there may seem to be practical advantages to such lines, it may give the appearance of treating voters differently at the polling places based on the type of identification shown. Remember, the bar code scanners are not, and should not result in, a change in practice or procedure as to how voters check-in or vote on Election Day.
- ✓ Refrain from potentially alarming the voter if the scanner does not locate the voter. Do not say, “You’re not in the system.” or “It can’t find you.” These statements simply are not true, and may be misinterpreted by some voters as a statement from you that the person will not be able to vote. If the scanner does not locate the voter, simply locate the voter using the manual look-up process on ExpressPoll.

#### What are the Known Error Conditions When Using the Barcode Scanners?

- Do not scan any barcode other than from a Georgia driver’s license or state identification card. If you scan a barcode other than from a Georgia driver’s license or state identification card, then the scanner will produce an error condition which will temporarily disable the barcode scanner. Even if the barcode scanner is in the error condition status, you may still locate a voter using the manual look-up process on ExpressPoll. If you create such an error condition, in order to re-enable the scanner, you must hit “Return to Main” on the ExpressPoll screen then return to the electors list. This action will clear the error condition.
- If a poll worker locates a voter using the manual look-up process, creates the voter access card, removes the voter access card, does not hit “Clear” on the ExpressPoll screen, locates another voter using the scanner, creates a voter access card, removes the voter access card, and then touches any of the electors in the list displayed on the ExpressPoll screen, the unit will show an error condition and reboot. After the reboot process, the ExpressPoll unit will function normally. IMPORTANT: In order to avoid this error condition, between each search, always touch “Clear” on the ExpressPoll screen.
- It is critical that you, as the poll worker, confirm that the record located via the scanner is the voter standing before you. It is possible that an incorrect driver’s license number may be associated with a voter (for instance, this can occur where an applicant accidentally inverts numbers on the voter registration application). If this is the case, touch “Clear” on the ExpressPoll screen and locate the voter using the manual look-up process on ExpressPoll. The elector may complete a voter registration application with his or her correct Georgia driver’s license number or state identification card number.
- The age of a Georgia driver’s license or state identification card may affect the scanner’s ability to read the barcode. The barcode may become smeared, dirty, or worn over time. If the barcode scanner is unable to read the barcode on the first or second attempt, simply locate the voter using the manual look-up process on ExpressPoll.

When voter's name is located: (with status of A or I) for other status indicators see below)

Touch the voter's name to access their full record and to begin the process of creating a Voter Access Card. When the Voter Access Card has been created, the voter's record will be updated to show them as voted and the Elector's List marked.

Mark the Voter's Certificate on the appropriate line.

When voter's name is NOT located:

If the name cannot be found as it appears on the Voter's Certificate, ask the voter if his or her name could be listed any other way. If the voter is registered differently, print the name as it is listed on the Electors' List onto the Voter's Certificate.

If the voter's name ***is not*** on the Electors' List, or cannot be found using ExpressPoll's statewide registration search capability, or is not found on a Supplemental Electors' List (if provided), **notify the Poll Manager.**

Voter is located and has other status or IDR Indicators

If **IDR** is indicated on the voter's row, the voter must provide current and valid identification from one of the proper forms of identification prior to voting. **NOTIFY THE POLL MANAGER that this voter must cast a Provisional Ballot if they are unable to provide acceptable identification.** (see additional information in the **Provisional Voter** section in this guide.)

## Find Voter in Roster

200

Find voter by typing in part or all of the last name. If found, begin ballot issuance by touching the voter's name. If not found, touch the "Voter Not Found/Search State List" button.

Name	Address	Birth Date	Statu	IDR	Issued
ARCHIE CLARA D	612 LAS VARAS CT STONE MTN 30083-	11/22/1957	A		
ARIS GUERLINE	5172 ROCKBOROUGH TRL STONE MOUNTAIN 30083-	10/15/1971	A	IDR	
ARISTENE LAURA E	5100 W MOUNTAIN ST Apt:D-303	03/16/1977	A		
ARMBURST CINDRA N	1075 4TH ST Apt:4 STONE MTN 30083-	01/05/1981	I		
ARMSTEAD BARBARA LYNN	489 ROCKBOROUGH TER STONE MOUNTAIN 30083-	06/19/1967	A		

Last Name

First

Ta

3714 Voters in Poll Book

QWERTYUIOP-

ASDFGHJKL'

ZXCVBNMspace

back space

clear

Voter Not Found  
Search State List

Go Back to  
Main Screen



If **V** is indicated on the voter's row, the voter must provide current and valid identification from one of the six forms of identification prior to voting. **NOTIFY THE POLL MANAGER that this voter must cast a Provisional Ballot if they are unable to provide acceptable identification.**

Find Voter in Roster200

Find voter by typing in part or all of the last name. If found, begin ballot issuance by touching the voter's name. If not found, touch the "Voter Not Found/Search State List" button.

Name	Address	Birth Date	Statu	IDR	Issued
EADDY MARGUERITE W	834 CHURCHILL CT STONE MOUNTAIN 30083-	07/04/1967	A		
EADDY PHILLIP	834 CHURCHILL CT STONE MOUNTAIN 30083-	05/13/1966	A		Ab Voter
EADIE PAUL RICHARD JR	5100 W MOUNTAIN ST Apt Q-304	04/05/1962	V		
EAKINS-PERSON SHARON	1150 RANKIN ST Apt A-3 STONE MTN 30083-	10/08/1970	I		
EARLYCUTT JOSEPH E	5453 MASON LN STONE MTN 30083-	12/02/1968	I		

Last NameEFirstTa

3714 Voters in Poll Book

QWERTYUIOP-  
ASDFGHJKL'back  
space  
ZXCVBNMspaceclear

Voter Not Found  
Search State List

Go Back to  
Main Screen



If a black "X" with a lavender background is in the status column the poll worker is to have the voter contact the board of registrars. A poll officer shall not allow such an individual to cast a ballot on a DRE, without the poll officer's first confirming through the board of registrars that such individual is, in fact, a United States citizen. This confirmation can take place by the poll officer reviewing the documentation provided by the voter if the poll officer has been duly sworn and trained as a deputy registrar. If the board of registrars does not or cannot confirm citizenship status, the poll officer should allow the voter to cast a paper challenged ballot and must provide the individual with a Challenge Notice Information Sheet. **NOTIFY THE POLL MANAGER that this voter must cast a CHALLENGED Ballot.**

**Voter Record**260

**Voter Details** | **Addl. Voter Info** | **Precinct Details**

Voter has been flagged in the Voter Registration System as a possible Noncitizen. Issue the Voter a Challenged Ballot. Contact the County Registrar for individual's current status.

Name

BARKSDALE, ALLIE LEEANN

Address

64 RIDGE ST  
MENLO 30731-6434

Precinct

003-ALPI

DOB

4/10/1989

Combo

003

Status

X

Voted?

Not Voted

Comments

CNG=011,SEN=053,HSE=011,JUD=025,COM=LRG,SCH=LRG

Cancel

Back to Electors List

## Troubleshooting Guide and Common Questions

### Electors' List

- 1) If the Electors' List indicates a Voter was issued or received an Absentee Ballot ("AB" in the corresponding column) and the voter **does not have** the absentee ballot, instruct the voter to appear in person at the Registrar's Office to request to have their absentee ballot cancelled. They will receive written authorization from the Registrar's Office to vote in person, which they will bring back to the poll.

**Find Voter in Roster** 200

Find voter by typing in part or all of the last name. If found, begin ballot issuance by touching the voter's name. If not found, touch the "Voter Not Found/Search State List" button.

Name	Address	Birth Date	Statu	IDR	Issued
EADDY MARGUERITE W	834 CHURCHILL CT STONE MOUNTAIN 30083-	07/04/1967	A		
EADDY PHILLIP	834 CHURCHILL CT STONE MOUNTAIN 30083-	05/13/1966	A		Ab Voter
EADIE PAUL RICHARD JR	5100 W MOUNTAIN ST Apt:Q-304	04/05/1962	A		
EAKINS-PERSON SHARON	1150 RANKIN ST Apt:A-3 STONE MTN 30083-	10/08/1970	I		
EARLYCUTT JOSEPH E	5453 MASON LN STONE MTN 30083-	12/02/1968	I		

Last Name  First  3714 Voters in Poll Book

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Voter Not Found  
Search State List

Go Back to  
Main Screen

- 2) If the Electors' List indicates a Voter was issued or received an Absentee Ballot (**AB** in any of the columns) and voter **has their intact absentee ballot**, they may surrender the absentee ballot to the poll official.
  - a) Write **CANCELLED** and the date and time across the face of the absentee ballot and initial. Return the cancelled ballot with election supplies.
  - b) Locate the voter's name on ExpressPoll. Touch the voter's name and follow the process of removing an **AB** voter mark outlined in the ExpressPoll manual.

- c) Once the **AB** voter mark has been removed from ExpressPoll, touch the voter's name and go through the normal process of issuing a Voter Access Card and directing the voter to an open voting unit.

3) *Person Not On Electors' List.*

Double-check the spelling of the name or if name is hyphenated.

After double-checking, use ExpressPoll's statewide search to see if the voter is assigned to another voting precinct.

If this search is successful, provide the voter with the name and location of their assigned precinct and give the voter the option to vote at that location or to vote provisionally

If after using the statewide search **no record** of the voter is found, review the Supplemental Electors' list (if provided).

A Supplemental Electors' List contains names of voters added to the precinct Elector's List late, and thus not present on the list displayed by ExpressPoll

If a voter's name is found on the Supplemental Electors' List, use ExpressPoll to encode a Voter Access Card for this voter and mark their name as voted on the Supplemental Electors' List.

Then record their name on a Supplemental Numbered List of Voters.

If the voter's name **cannot be found** on a Supplemental Electors' List, **notify the Poll Manager.**

**No person should be turned away without the poll official contacting the Registrar's Office.**

**No person should be written in the Electors' List without authorization. See additional information regarding Provisional Voting later in this manual.**

4) *IDR is next to the Electors' Name.*

This voter is required to provide current and valid identification prior to proceeding with the registration process and voting in the precinct.

This voter may show a utility bill, bank statement, government check, paycheck, or government document that shows the name and address of the voter in addition to the six forms of photo identification.

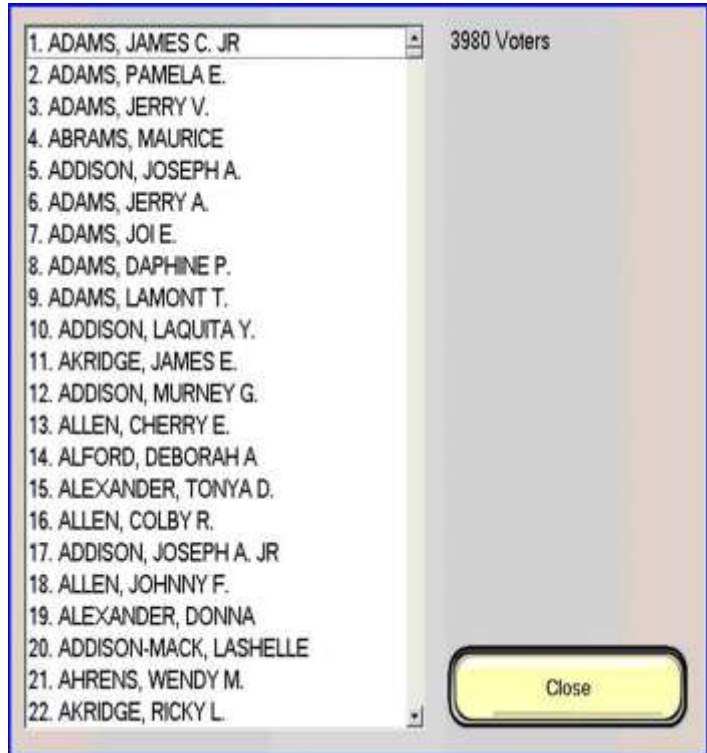
If a voter listed as **IDR** cannot produce the appropriate form of identification the voter shall be directed to the provisional voting station.

## Numbered List of Voters (*ExpressPoll*)

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Once a voter has been marked on the Electors' List displayed by ExpressPoll, their name is placed on a Numbered List of Voters maintained on ExpressPoll.

For those voters marked on any Supplemental Electors' List, their name will need to be recorded on a Supplemental Numbered List of Voters, which will be on paper.



The screenshot displays a software window titled "ExpressPoll". On the right side of the window, it indicates "3980 Voters". The main area contains a scrollable list of 22 numbered voter entries. At the bottom right, there is a yellow button labeled "Close".

Number	Voter Name
1.	ADAMS, JAMES C. JR
2.	ADAMS, PAMELA E.
3.	ADAMS, JERRY V.
4.	ABRAMS, MAURICE
5.	ADDISON, JOSEPH A.
6.	ADAMS, JERRY A.
7.	ADAMS, JOI E.
8.	ADAMS, DAPHINE P.
9.	ADAMS, LAMONT T.
10.	ADDISON, LAQUITA Y.
11.	AKRIDGE, JAMES E.
12.	ADDISON, MURNEY G.
13.	ALLEN, CHERRY E.
14.	ALFORD, DEBORAH A
15.	ALEXANDER, TONYA D.
16.	ALLEN, COLBY R.
17.	ADDISON, JOSEPH A. JR
18.	ALLEN, JOHNNY F.
19.	ALEXANDER, DONNA
20.	ADDISON-MACK, LASHELLE
21.	AHRENS, WENDY M.
22.	AKRIDGE, RICKY L.

1) Touch the **Return to Main** button.



2) At the top of the screen, touch the **Test and Lists** tab.



3) In the center of the screen touch the **Updates and Lists** tab.



4) Touch the **Numbered List** button at the bottom of the page.



5) Record the number displayed next to **Voter Totals** on the **ExpressPoll Recap** sheet. Both units should be showing the same number.



6) Touch the **Close** button at the bottom of the screen.



7) At the top of the screen touch the **Open/Close Polls** tab.



8) Touch the **Close Polls** button at the bottom of the screen.  
The poll status field will update from **OPENED** to **CLOSED**.



9) Record the **Voters Marked** number on the **ExpressPoll Recap** sheet.  
Both units should be the same.



## ON ALL UNITS

- 1) Remove the AC power cord from the units.



- 2) Turn the battery switch on the back of the unit to the **OFF** position.  
The unit will now be off.



- 3) Remove the orange network cord from both units.  
*(if you cannot remove the orange cord leave the cord attached to both units).*



- 4) Unplug the bar code scanner and store appropriately.



- 5) Place AC cords, orange network cords, and units in case. When handling the units, make sure that you lift and carry the unit by its base. If the unit is handled only by the touch screen you may cause the unit to malfunction.
- 6) Close and seal the case.
- 7) Record the closing seal number for the case on the ExpressPoll Recap sheet.





## ExpressPoll 5000

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The ExpressPoll 5000 is similar in look and operation to the ExpressPoll 4000 system. The exception is that the ExpressPoll 5000 does not have the base unit card encoder attached. The voter card encoder is built into the ExpressPoll 5000 touch screen unit. The advantage of the ExpressPoll 5000 system is that it is portable. Poll Workers can check and verify voter information while the voter is standing in line at the polling place.



### Guidelines for Use of ExpressPoll 5000 Poll Books

- An ExpressPoll 5000 may be used in the same manner as an ExpressPoll 4000 at the check-in station to mark voters and create voter access cards.
- An ExpressPoll 5000 may be used for in-line voter verification to determine whether voters waiting in line to check-in are at their correct precinct.
- ***However, an Express Poll 5000 may not be used in the same election for both in-line voter verification and checking in voters or creating voter access cards.***

## ExpressPoll 5000 In-line Voter Verification Use Fact Sheet

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### Requirements to Use ExpressPoll 5000 for In-line Voter Verification

1. ExpressPoll 5000s used for this purpose require a specially configured compact flash card that disables the unit's ability to mark a voter as voted or create a voter access card.
2. If a county plans to use ExpressPoll 5000s to verify that a voter is in the correct precinct before reaching the voter certificate station, the county **MUST** notify The Secretary of State's Elections Division and KSU of the number of ExpressPolls planned for use in this capacity.
3. Once notified, KSU will prepare the necessary number of compact flash cards and will mark these cards to indicate that they are designed to perform the specific task of in-line voter verification.
4. A compact flash card programmed to be used for in-line voter verification **CANNOT** be used in any ExpressPoll assigned to mark voters and create voter access cards.
5. An ExpressPoll set to work as an in-line voter verification unit **CANNOT** be networked with any ExpressPoll units in the precinct used to mark voters and create voter access cards.
6. Poll workers assigned to use the ExpressPoll 5000s for in-line voter verification must be trained on their proper use and the differences between the specially configured ExpressPoll units and those used at the check-in table.



### **How to Setup and Use ExpressPoll 5000 as an In-line Voter Verification**

1. Insert the specially configured compact flash card into the ExpressPoll 5000 and assign the unit to its specific voting location, as any other ExpressPoll unit.
2. The same opening procedures used to open the ExpressPoll units used to create voter cards can be used to open these in-line voter verification units. However, the in-line units will NOT be networked to the other units in the precinct at any time and they will NOT show any voters marked.
3. The ExpressPoll unit will display information about the voting location including the total number of voters (active and inactive combined) within the polling location.
4. At the Open/Close screen, touch the Electors List tab, and then touch the Search Electors List button.
5. The Electors List for the voting location is displayed. The search mechanism on this ExpressPoll is identical to any other ExpressPoll unit. Enter in the voter's name and see if the voter appears on the list of voters. If the voter's name does appear, the voter should continue moving through the line. If their name does not appear, then expand the search to a county-wide or state-wide scope to determine to which voting location the voter should be directed. When the search is complete, return the search scope to the precinct level and touch the highlight clear button before entering information for the next person in line.
6. At the time of closing, touch the Return to Main Screen button and then touch the Open/Close polls tab.
7. The unit can be powered off and placed in its case and sealed. No information from this unit will be needed during the reconciliation process at the close of polls.

## Converting TouchScreen Unit in Election Mode to Card Creating Unit

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The following are the steps suggested when needing to convert a TouchScreen unit in election mode to a voter access card creating unit in the precinct. These steps would be followed if the ExpressPolls within the precinct failed and were not able to create Voter Access Cards.

1. Select one of the TouchScreen voting units in the precinct
2. Record the TouchScreen unit serial number and note on the Precinct Recap sheet at what time the unit was converted to a card creating unit
3. Record on the Precinct Recap sheet the public count on the unit as well as the system total, located at the bottom of the unit's screen
4. Insert a green **Supervisor Card** and enter the password
5. At next screen, touch the **Create Voter Card** button
6. The **Create Voter Access Card** screen will be displayed
7. To create a voter access card, select the precinct that matches the voter's district combo by touching the corresponding area.
8. If a primary scenario, now select the desired **Party** needed by touching the corresponding area
9. Now touch the **Create Card** button located at the bottom right corner of the screen
10. Insert a Voter Access Card into the TouchScreen unit
11. The Voter Access Card will eject when it has written the desired information to the card
12. Remove the Voter Access Card; it now contains the information needed to bring up the desired ballot style on another TouchScreen unit.
13. When done using the unit as a card creating unit, touch the **Close** button located at the bottom left corner of the screen.
14. Record the time the TouchScreen unit exited the **Card Create** screen and again record the **Public Count** and **System Total** numbers. These numbers should be unchanged from when the unit was converted to a card creating unit.
15. **DO NOT** return the TouchScreen unit back voting mode.
16. The unit can now be turned off, or **IF** the polls have closed, the **End Election** button can be touched and the normal closing procedures followed.

## Precinct Exit Area

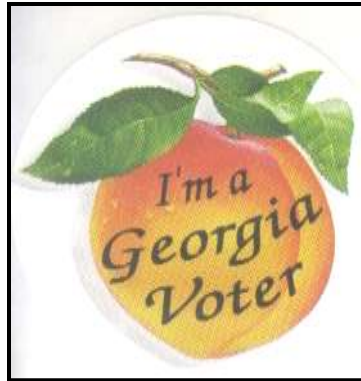
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## Touchscreen Units and Exit Area

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Place one (1) Poll Worker to collect the Voter Access Card from each voter after the voter has cast a ballot.

Issue sticker to the voter...



### **What if a voter does not have the Voter Access Card at the Exit Area?**

Instruct the voter to return to the Touchscreen unit upon which he or she voted to retrieve the Voter Access Card.

### **What if voter says the Voter Access Card was not returned to them?**

Instruct the voter to return to the Touchscreen unit to ensure that the voter pressed the **CAST BALLOT** button. The Voter Access Card will eject and can be returned.

### **What if a Voter Access Card is not ejected once a voter has cast the ballot?**

Turn the unit off, and then turn it back on; the Voter Access Card should be ejected. If it does not, lower the screen, turn the unit off and call your local elections office.

### **What if a voter inserts a Voter Access Card and the unit rejects the card?**

Re-program the Voter Access Card using the ExpressPoll and accompany voter to unit - wait until you see ballot loading, then leave.

### **What if the voter puts the Voter Access Card into the Touchscreen unit and “Invalid Card” appears on the screen?**

Check to see that the Voter Access Card was properly inserted with the gold medallion end inserted first and face up. If the Voter Access Card was improperly inserted, have the voter insert it properly. If it was inserted properly, retrieve the Voter Access Card and activate another Voter Access Card for the voter. Set that Voter Access Card aside with a note - **DO NOT USE**

### **What if the unit goes black (turns off) while someone is voting?**

Lower the screen, check the plug, and power cord. If the unit is properly plugged in, try turning it on again. If it does not power on, take the unit out-of-service and call your local elections office. Then re-issue the voter a new Voter Access Card and direct the voter to a working unit. If the voter did not touch **Cast Ballot**, none of the votes were yet recorded.

### **What if the screen on a unit suddenly goes dark, whether there was a voter in the booth at the time or not?**

Check power cord first. If the unit is plugged in properly, try turning it on again. If it does not power on, lower screen and call the local elections office.

### **What if power goes out in the polling location?**

Power off half of your units and try to determine how long the outage will last. Notify your local elections office immediately so that they can monitor the situation. Continue to allow voters to vote on the units that are operating on battery. If those units run out of power, close them and open the ones that were turned off earlier to continue voting.

**What if the instruction or voting screen on a unit is wavy or distorted?**

Lower the screen, power it off and then back on. If the screen is still wavy, turn it off and call your local elections office.

**What if a voter walks out of the voting booth and leaves the Poll without touching the cast ballot button?**

The poll manager is to cancel the ballot following the directions for "Canceling A Voter's Ballot." ***DO NOT TOUCH "CAST BALLOT."***

**What if the audio does not work on the unit that the keypad and headphones are plugged into?**

Try adjusting the volume - if that does not work, cancel the ballot, connect the keypad and headphones to another unit, and direct the voter to that unit. The voter's Voter Access Card should still be activated since the **Cast Ballot** button was not touched on the other unit.

## Poll Closing Procedures

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### **DO NOT FORGET TO:**

1. Print precinct number in precinct block or line on Voter's Certificate binder cover.
2. Stack the Voter's Certificates in the binder in lots of 100.
3. Place binders of 100 Voter's Certificates into envelope provided.
- 4.

## **Provisional Voting and Challenged Ballots**

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All voters voting a provisional ballot should receive written contact information; if a federal candidate is on the ballot, the contact information provided to the voter must include a free access system, such as a toll-free telephone number or an internet website, to ascertain such information.

Situations in which a voter can be issued a provisional ballot include:

**1. PERSON WHOSE NAME DOES NOT APPEAR ON ELECTORS LIST (ExpressPoll) (PR)**

If a person is not on your Electors List, search the statewide list to see if the voter is registered in a different precinct. If the voter is on the statewide list, but in another precinct, inform the voter of their assigned precinct and then let the voter decide if they would like to go to their assigned precinct, or vote a provisional ballot. Inform the voter that all votes cast for candidates for whom the voter is properly entitled to vote shall be counted and all votes cast for candidates for whom the voter is not entitled to vote shall be void.

2. If the voter is not on either list and the voter believes they have registered before the deadline, then the person is eligible to vote a provisional ballot.

**PROVISIONAL ELECTORS IN THE WRONG PRECINCT**

- Sec. 302 of HAVA
- O.C.G.A. § 21-2-418(a)
- SEB Rule 183-1-12-.06(4)(a)-(h)
- Allowing a voter to cast a provisional ballot limits the probability of a lawsuit under HAVA
- Document everything! Use your county's Provisional Ballot information form to jot down notes or use a separate sheet of paper.

**3. VOTER WHO DOES NOT HAVE ONE OF THE REQUIRED FORMS OF PHOTO IDENTIFICATION (PI)**

If a voter does not have the appropriate photo identification he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar's office within three (3) days of Election Day.

**4. VOTER WHO REGISTERED FOR THE FIRST TIME BY MAIL IN GEORGIA BUT DID NOT PROVIDE VALID IDENTIFICATION (IR)**

If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, there will be an **IDR** in the column to the left of the person's name on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an **IDR** voter is allowed to show other forms of identification in addition to the listed forms of photo ID.

**5. VOTER WHO IS CASTING A BALLOT DURING EXTENDED POLL HOURS AS A RESULT OF COURT ORDER (EH)**

**This provision only applies when there is a federal race on the ballot.**

In the event that the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. The Elections Superintendent will notify you in this event this occurs.

**6. AN ELECTOR CHALLENGES ANOTHER VOTER BEFORE VOTER VOTES ON DRE (CHALLENGE)**

In the event that one elector challenges another voter before voter votes on DRE, a provisional ballot is allowed. Use the code ""CHAL"

**7. ELECTOR'S NAME APPEARS ON THE MASTER ELECTORS LIST IN YOUR COUNTY BUT VOTER IS NOT AT CORRECT PRECINCT**

If an elector's name appears on the master electors list in your county but the voter is not at the correct precinct and the voter is too far away to get to the correct precinct before the polls close, a provisional ballot may be cast.

**8. IDR IS IN THE EXPRESS POLL RECORD OR ELECTOR'S LIST AND THE VOTER CANNOT SUPPLY THE APPROPRIATE ID. (IR)**

When IDR is marked beside an electors name in the Express Poll Record or the Elector's List and the voter cannot supply the appropriate ID, the voter may vote provisional but must bring the appropriate ID to the registrar's office within three (3) days of Election Day.

**When in doubt, allow a voter to cast a provisional ballot. There is nothing stated that will penalize you for allowing provisional ballots, but to not allow them increases the risk of law suits.**

**Provisional Ballot Questions and Answers**

Q: Issuing a provisional ballot is a hassle and it probably won't count anyway. Can I discourage the person from voting a provisional?

A: Sec. 302 of HAVA states that in certain circumstances an individual shall be permitted to cast a provisional ballot.

Whether the ballot counts or not is irrelevant.

Discouraging an eligible person from casting a Provisional ballot increases the risk of a lawsuit.

**Helpful Hints**

- Ask for your Poll Manager if you are unsure of the paper work that Provisional balloting involves.
- Make several Provisional packets the night before the election.
- Packets include: voter certificate, provisional registration application, white envelope and salmon envelope.
- Practice issuing a Provisional Ballot!



- PR –** Person whose name does not appear on Electors List.  
**Note:** Voter must also complete a Voter Registration Application.

**IR –** Voter who registered for first time by mail in Georgia but did not provide valid identification.

4. Ask voter to provide PhotoID (*unless reason for voting is Identification Required – IR or PI*).  
Initial the form in the proper space.

6. Give the Provisional Ballot to the voter and write the ballot number on the **Provisional Voter Certificate** in the space provided.
7. Hand voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote the ballot by filling in the ovals next to the candidate or question of his or her choice. When finished voting, the voter will fold and insert the ballot into the first Provisional Envelope and seal, then insert that envelope into the large salmon-colored envelope, and seal. The voter will then insert the ballot in the Provisional Ballot

[illegible]

Container.

8. After the voter has cast the provisional ballot, provide the voter with written contact information so the voter will be able to ascertain whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. If a federal candidate is on the ballot, the contact information provided to the voter must include a free access system, such as a toll-free telephone number or an internet website, to ascertain such information.
9. Place all of the **VOTED** Provisional Ballots in the **PROVISIONAL BALLOT CONTAINER**. Place the **Numbered List of Provisional Voters** and **Provisional Recap Sheet** in the proper envelope.

**Remember:** you must fill out a **Provisional Recap Sheet** and **Numbered List of Provisional Voters** for persons that vote Provisional Ballots.

10. Be sure to check that the appropriate box in the top left corner of **Numbered List of Provisional Voters** has been marked to indicate the type of election.

## Procedure for Issuing a Challenged Ballot

### With respect to Applicants as Possible Non-Citizens

If a black "X" with a lavender background is in the status column in ExpressPoll, the poll worker is to have the voter contact the board of registrars. A poll officer shall not allow such an individual to cast a ballot on a DRE, without the poll officer's first confirming through the board of registrars that such individual is, in fact, a United States citizen. This confirmation can take place by the poll officer reviewing the documentation provided by the voter if the poll officer has been duly sworn and trained as a deputy registrar. If the board of registrars does not or cannot confirm citizenship status, the poll officer should allow the voter to cast a paper challenged ballot and must provide the individual with a Challenge Notice Information Sheet. **NOTIFY THE POLL MANAGER that this voter must cast a CHALLENGED Ballot.**

### CHALLENGED BALLOT - PROVISIONAL STATION

1. Verify that that the voter has signed Voters Certificate.

VOTER'S CERTIFICATE _____ COUNTY OR MUNICIPALITY, STATE OF GEORGIA	
I hereby certify that I am qualified to vote in the primary held on _____, 20____ and that I have not and will not vote elsewhere in this primary in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.	
For Primary Election ONLY (Check One): I request a <input type="checkbox"/> Democratic ballot <input type="checkbox"/> Republican ballot	
I understand that making a false statement on this Certificate is a felony under O.C.G.A. § 21-2-562.	
Print Current Name _____	Current Residence Address of Elector _____ (If vote safe voter, current Mailing Address): R.F.D., Street or Road _____
Signature _____	City, State, Zip _____
Elector's date of birth: _____	_____
(POLL OFFICER USE)	
Name or initials of poll officer receiving voter's certificate _____	Ballot Stub Number: _____
Voting Machine Admission Number: _____	
IN CASE OF PHYSICAL DISABILITY OR ILLITERACY, FILL OUT THE FOLLOWING:	
Reason for assistance: ( ) Elector is unable to read the English language	NOTE: See reverse side of form for notation of
( ) Elector requires assistance due to physical disability	Person assisting elector.
Signature of poll officer completing this section: _____	
TYPE OF IDENTIFICATION PROVIDED:	
1) _____ Georgia driver's license	First time registrant by mail only (IDR): May provide one of the six (6) ID items listed to the left, or one of the following: a) _____ Current utility bill b) _____ Current bank statement c) _____ Govt. check or paycheck d) _____ Valid Govt. document with name and address
2) _____ Valid ID card by any state or U.S. with photo	
3) _____ Valid U.S. Passport	
4) _____ Valid Govt. employee photo ID	
5) _____ Valid U.S. military ID card with photo	
6) _____ Valid tribal ID card with photo	
Form No. VC-PRI-6-10	

2. Verify that the voter completed the Provisional Voter Section on the back of the certificate
3. Write "Challenged" on the bottom of the Provisional Section of the Voters Certificate.



IN ELECTIONS IN WHICH THERE ARE NO FEDERAL CANDIDATES ON THE BALLOT, THE FOLLOWING PERSONS MAY ASSIST AN ELECTOR WHO IS ENTITLED TO RECEIVE ASSISTANCE IN VOTING:

- |  |  |
|--|--|
| <input type="checkbox"/> an elector, residing in this precinct other than a poll officer or poll watcher | <input type="checkbox"/> the elector's sister  |
| <input type="checkbox"/> the elector's mother  | <input type="checkbox"/> the elector's brother |
| <input type="checkbox"/> the elector's father  | <input type="checkbox"/> the elector's spouse  |
|  | <input type="checkbox"/> the elector's child   |

Name of person assisting such elector is \_\_\_\_\_

IN ELECTIONS IN WHICH THERE IS A FEDERAL CANDIDATE ON THE BALLOT, ANY ELECTOR WHO IS ENTITLED TO RECEIVE ASSISTANCE IN VOTING, SHALL BE PERMITTED BY THE POLL MANAGER TO SELECT ANY PERSON OF THE ELECTOR'S CHOICE EXCEPT THE ELECTOR'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OFFICER OR AGENT OF THE ELECTOR'S UNION.

**PROVISIONAL VOTER ONLY**

I believe I last registered to vote in Georgia: \_\_\_\_\_ Approximate date registered: \_\_\_\_\_

☐ At the Department of Drivers Services, DL# \_\_\_\_\_ ☐ By mail

☐ In person at (please specify location) \_\_\_\_\_

☐ Other \_\_\_\_\_

**POLL OFFICER MUST MARK TYPE OF PROVISIONAL VOTER. Check all that apply:**

PI \_\_\_\_\_ Registered voter who does not have photo ID to present at time of voting

PR \_\_\_\_\_ Person believing that he or she has timely registered to vote but whose name does not appear on electors list

IR \_\_\_\_\_ Voter who registered for first time by mail but did not provide required identification

EH \_\_\_\_\_ Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)

Challenged

Form No. V-10

12891 SOS VC-PRI-6-10.indd 2
5/12/10 10:13 AM

- Type of Election
- Write "CHALLENGED" as BIG as possible on the bottom of the envelope
- Voter's name Your Precinct Name or Code
- Ballot Style or District Combo on the ballot to be issued
- Today's Date and the TIME

The Poll officer must complete the following information before issuing the outer ballot envelope to the voter:

<b>Type of Election:</b> <input checked="" type="checkbox"/> General Election <input type="checkbox"/> General Election Runoff <input type="checkbox"/> Special Election <input type="checkbox"/> Special Election Runoff	<b>Party if Primary or Primary Runoff:</b> <input type="checkbox"/> Democrat <input type="checkbox"/> Republican	<b>Provisional Code:</b> <input type="checkbox"/> Person whose name is not on the registered list of electors (PI). <input type="checkbox"/> Voter who did not provide photo identification (PI). <input type="checkbox"/> Voter who registered for the first time by mail in Georgia but did not provide valid identification (IP). <input type="checkbox"/> Voter who is casting a ballot during extended poll hours as a result of court order (EH).
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## OFFICIAL PROVISIONAL BALLOT

Name (please print): John Q Public

Precinct Name or No.: KP02

Ballot Style or District Combination (If Applicable): 464

Date: 11/04/08      10:15 AM

Challenged

Form PBE-2-05

4. Issue the correct optical scan ballot for the voter's District Combo. Detach the ballot from the pad, leaving the stub attached to the pad. Give the voter the following instructions:
  - a. "Take the ballot to the voting booth. Vote your ballot by filling in the ovals next to the candidate or question of your choice."
  - b. "Fold your ballot to fit into the white envelope."
  - c. "Put your ballot into the smaller white envelope and seal it. Put that envelope into the larger salmon envelope and seal it. Put only the voted ballot into the salmon Provisional Ballot Envelope."
5. While the voter is voting:
  - a) Write the ballot stub number on the Voter's Certificate.
  - b) On the Numbered List of Provisional Voters write:
    - 1) the voter's name
    - 2) the code CHAL
    - 3) the District Combo; numbering each voter sequentially

No. 1 of 1 sheet(s)  
 White sheet to Secretary of State  
 Yellow sheet to Superintendent  
 Pink sheet to Clerk of Superior Court or City Clerk  
 Goldenrod sheet to Registrars Office

**USE BALL POINT PEN**  
**Bear Down You Are Making Four Copies**

**NUMBERED LIST OF PROVISIONAL VOTERS**


☐ Republican Primary/Primary Runoff  
☐ Democratic Primary/Primary Runoff  
☒ General Election/General Election Runoff  
☐ Special Election/Special Election Runoff

who voted in the \_\_\_\_\_ held on the (day) day of (month), 20(year)  
 in the Any Precinct 01 Precinct of Cobb Georgia, to wit:  
(Place name of City or County as applicable)

\* Provisional Codes  
 PR Person whose name does not appear on electors list  
 PI Voter who did not provide photo identification  
 IR Voter who registered for first time by mail in Georgia but did not provide valid identification  
 EH Voter who is casting a ballot during extended poll hours as a result of a court order

NO.	NAME OF VOTER	PROV. CODE*	BALLOT STYLE/ DISTRICT COMBO	Registrars Office Use Only†	
				ACCEPTED BALLOT	REJECTED BALLOT
1	Smith, Steve	PI	522		
2	Woods, Wilma	PR	522		
3	Doe, Jane K.	PR	729		
4	Public, John Q	CHAL	464		

- c) Place the Voter's Certificate on the provisional spindle/binder
6. When finished voting, the voter drops the sealed salmon ballot envelope into the orange Provisional Ballot Bag.
7. Hand the voter the about the Challenged Ballot information sheet
8. Hand the Voter an "I Voted" sticker and thank the voter for voting

EXPRESS POLL STATUS	IDENTIFICATION Required	Did the voter show proper ID?	How the Elector votes
A = ACTIVE	Photo ID ONLY	Yes	DRE
		No	Provisional
I = INACTIVE	Photo ID ONLY	Yes	DRE
		No	Provisional
D = DELETE	Unable to vote for various reasons, contact office - OR		Provisional
X = Possible Non Citizen	Provide X voters with Challenge/Hearing info sheet & list of acceptable documents they are to deliver to election office within 3 days		Challenge/Provisional Ballot ONLY
V = Verify	Photo ID ONLY	Yes	DRE
		No	Provisional
IDR = Registered by mail, 1 <sup>st</sup> time voter	Photo ID – OR - * Additional forms of ID permitted (see below)	Yes	DRE
		No Photo ID or additional forms shown	Provisional
AB (will be under the ISSUED column)	Voter has already voted Early or Absentee. Voter CANNOT vote on DRE unless they surrender the absentee ballot to poll manager.		If the voter believes they are marked in error, contact elections office – OR – vote Provisional. Again, this voter CANNOT vote on the DRE without authorization.
N = Ineligible	In precincts that may have specific registered in the precinct but is district race.	District races this voter is not eligible to vote in a particular	

- If an IDR voter has no photo ID the following may be shown to poll worker: copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of such elector.
  - Any elector who is voting Provisional because they were unable to show proper ID or there is a Citizenship question is required to provide the election office with documentation within 3 days in order for their Provisional ballot to count. If a voter had voted Provisional because they were at the wrong precinct after 6:00 PM is not required to submit anything additional to the elections office.
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## Uncommon Situations and Troubleshooting Guide

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### During Registration Process

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#### ***Absentee Voter Appears at the Poll and Desires to Vote in Person:***

IF VOTER HAS ABSENTEE BALLOT:

- a) Write **CANCELLED** and the date and time across the face of the absentee envelope. Return the cancelled absentee ballot with election supplies.
- b) Cross through the **AB** (or other mark according to county) opposite their name on the ELECTOR'S LIST and mark them as voting.
- c) Instruct the voter to then go through the normal procedures of voting.

IF THE VOTER DOES NOT HAVE THE ABSENTEE BALLOT:

Instruct the voter to appear in person at the Registrars Office to request to have the absentee ballot canceled. The voter will receive written authorization from the County Registrar to vote in person which the voter must bring back to the poll.

#### ***Voter Has Moved within County:***

- a) Have voter complete the voter's certificate.
- b) Have voter complete a **Change of Name and/or Address** form in its entirety.  
DO NOT ALLOW THE VOTER TO REMOVE THIS FORM FROM THE POLL.  
IT MUST BE COMPLETED AT THE POLL.
- c) Inform voter that he or she will be allowed to vote at this precinct for the current election and any ensuing runoff.
- d) Inform voter that the change of address will not be processed until after the date of the runoff. A new precinct card will be mailed to the voter showing the name and location of his or her new precinct and polling place.

#### ***Voter Moved From Another County:***

Voter may not vote unless registered at least 30 days prior to the election. Have voter complete the **Voter Registration Form** and include the change of address. The **Voter Registration Form** will be processed when registration reopens.

#### ***Voter Changed Name:***

- a) Voter must complete the voter's certificate, using his or her correct name.
- b) Voter must complete a **Change of Name and/or Address** form in its entirety.

### While Voter at Touchscreen

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***The voter card will not go in:***

Make sure that the voter is inserting the card in the direction of the arrow. If that is not the problem, try wiping the card off with the same cloth that is used on the screen.

***Canceling a Ballot:***

There may be times when it is necessary to cancel a voter's ballot:

1. When a voter has been issued a voter access card encoded with the wrong ballot style, or
2. A voter decides not to cast a ballot after inserting a voter access card and has not yet touched **CAST BALLOT**.

**To cancel a voter's ballot, take the following steps:**

**GEORGIA CERTIFICATION**

PRESIDENT OF THE UNITED STATES (Vote for 1)	JUDGE, CIRCUIT 3 (Vote for 1)	REFERENDUM, COUNTY WIDE	
<input type="checkbox"/> Kim Adams DEM	<input type="checkbox"/> Toni Taylor	Shall beer and wine be sold by the drink on Sunday?	
<input type="checkbox"/> Richard Black REP	<input type="checkbox"/> Jim Weem	<input type="checkbox"/> YES	
<input type="checkbox"/> Tom Doolin LIB	<input type="checkbox"/> Cheryl Whalley	<input type="checkbox"/> NO	
<input type="checkbox"/> Chris Jeffery IND	<input type="checkbox"/> Ted Skinner	REFERENDUM, HOUSE DISTRICTS 1 AND 9 Shall Districts 1 and 9 be merged into a single district with two at-large representatives?	
<input type="checkbox"/> Write-in	<input type="checkbox"/> Write-in		
REPRESENTATIVE, DISTRICT 1 (Vote for 1)	COUNTY COMMISSIONER (Vote for 3)		
			<input type="checkbox"/> Mary Yarbett DEM
			<input type="checkbox"/> Peter Wood DEM
			<input type="checkbox"/> George Welch REP
			<input type="checkbox"/> Ernest Shire IND
			<input type="checkbox"/> Write-in
<input type="checkbox"/> Tony Hall DEM	<input type="checkbox"/> Write-in	<input type="checkbox"/> YES	
<input type="checkbox"/> Ron Holley REP	<input type="checkbox"/> Write-in		<input type="checkbox"/> NO
<input type="checkbox"/> Paul Lavar LIB	<input type="checkbox"/> Write-in		
<input type="checkbox"/> Brenda Luke IND	<input type="checkbox"/> Write-in		
<input type="checkbox"/> Write-in	<input type="checkbox"/> Write-in		

**Previous** **Instructions** **1 of 1** **Next**

1. Ask the voter to deselect any voting choices he or she has made.
2. Press the page number for 10 to 20 seconds.
3. The **Cancel Ballot** page will appear. The screen will read: **"To cancel your ballot press the Cancel button. To resume voting press the OK button"**
4. Press the **Cancel** button.



5. The Voter Access Card will be ejected

*If the wrong ballot style was encoded, the voter should then return the Voter Access Card to the poll worker to have it encoded correctly.*

*When a ballot is canceled, the returned Voter Access Card will still contain the encoded ballot style information. The ballot style information was not erased because, **Cast Ballot** was not touched.*

Before you can use the cancelled Voter Access Card again, you must first clear the card to erase the previous voter's ballot information.

***The voter decided not to vote for anything after inserting the voter card.***

Have the voter touch **Cast Ballot** on the last screen; or if the voter has left the booth without completing the ballot, the poll manager will cancel the ballot.

***The voter card will not eject.***

The voter must touch the **Cast Ballot** button for the card to eject.

## Opening the Poll

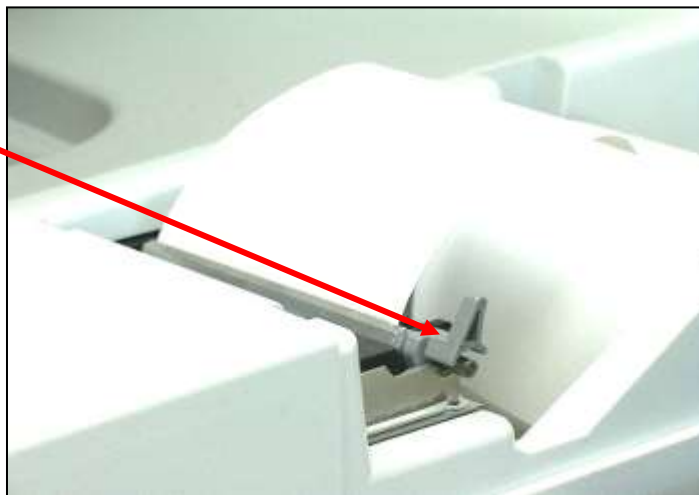
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***Key will not open compartment doors.***

Be sure that the key is inserted all the way.

***The printout for the zero report (or the results report) wrapped around itself or became jammed.***

There is a gray “backward L” shaped lever to the right of where the paper comes out. Pull the lever toward you to release the paper. Remove the end of the paper from behind and straighten. Push the gray lever back to the horizontal position. You may reprint if necessary. If you need to feed the paper back into the printer, release the gray lever. Insert paper under the black roller and feed until it appears through the top.



## During the Day

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***The screen has gotten dirty or smudged.***

Use the cloth provided and **ONLY** the cloth provided to wipe the screen clean. Use the cloth dry - do not put any liquid on the screen or the cloth.

***What if the voter puts the Voter Access Card into the Touchscreen unit and “Invalid Card” appears on the screen?***

Check to see that the Voter Access Card was properly inserted with the gold medallion end inserted first and face up. If the Voter Access Card was improperly inserted, have the voter insert the card properly. If it was inserted properly, retrieve the Voter Access Card and activate another Voter Access Card for the voter. Set that card aside with a note – **DO NOT USE**.

## Closing the Poll

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***I made a mistake entering the password.***

Press “Cancel.” The supervisor card will be ejected. Remove it and reinsert it. Enter the password again. Remember the password will show up as asterisks.

***I pressed OK to end the election but it does not go to the screen to print the results.***

The screen should say “Turn unit off or press OK to resume.” Touch OK. Reinsert supervisor card and continue with closing instructions beginning at the point where you enter the password. This time be sure to touch “End Election” instead of OK.

***What if the printer jams before Total Report was printed?***

Let the printer finish printing. Un-jam the paper (see instructions on previous page) and reprint the report.

***What if a unit that has votes on it goes down during the day, but the unit will not power-up to generate results tape?***

CALL YOUR LOCAL ELECTIONS OFFICE BEFORE COMPLETELY  
CLOSING ALL UNITS.

***What if a unit does not power up at the opening of the poll and has not been used at all during the election, what do I do with the memory card that was in the unit?***

CALL YOUR LOCAL ELECTIONS OFFICE BEFORE COMPLETELY  
CLOSING ALL UNITS.

## Appendix 1

### Notice to Georgia Voters who Vote a Provisional Ballot

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At the time the voter casts a provisional ballot in an election in which there is a federal candidate on the ballot, the poll worker is required to provide the provisional voter with written information on how to determine whether the ballot was counted. Check with your county to ensure you have adequate notices on hand, and that you are aware of the procedure for voters to check the status of a provisional ballot. Here is a sample county notice:

Provisional Ballot Identification Receipt		
PIN:	<u>1152-45</u>	
Beginning the Monday after the election date visit <a href="http://www.carrollgaelections.com">www.carrollgaelections.com</a> and click on Provisional Ballot. Follow instructions to check the status of your ballot.		
If you are voting a Provisional Ballot because you do not have photo identification you have two days after the election date to bring in your identification or fax to the Board of Elections & Registration Department.		
Location:	Carroll County Board of Elections & Registration 423 College Street, Lower Level Carrollton, GA 30117	Fax: 770-214-3594

## Appendix 2

### Letter to Georgia Voters – Without Photo ID on Election Day

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## OFFICIAL ELECTION INFORMATION

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**TO:** Georgia Voters – Without Photo ID on Election Day  
**FROM:** The Georgia Secretary of State's Office

Georgia law requires a voter to present one of the following six forms of photo identification when voting in-person:

1. A current or expired Georgia driver's license or a valid Department of Driver Services identification card;
2. A valid United States military photo identification card;
3. A valid photo identification card issued by any branch, department, agency, or entity of the United States, Georgia, or any other state authorized by law to issue personal identification, including a FREE Georgia Voter Identification Card;
4. A valid employee photo identification card issued by any branch, department, agency, or entity of the United States, Georgia, or any county, municipality, board, authority or other entity of Georgia;
5. A valid United States passport; or
6. A valid tribal photo identification card.

You are receiving this memo because you are not able to present one of the above photo IDs at this time. To vote today, you can do one of the following:

1. If you have an acceptable photo ID but just don't have it with you, you can go and get it and come back before the poll closes and vote;
2. If you don't have any of the acceptable photo IDs, as a registered voter you can get a FREE Georgia Voter Identification Card from the Registrar's office or a FREE ID for voting at a Department of Driver Services office. You can then come back with your new ID before the polls close and vote; or,
3. You can vote a "provisional" paper ballot now. After that, you should follow the instructions listed below to make sure that your "provisional" paper ballot is counted for this election.

### INSTRUCTIONS FOR PROVISIONAL VOTING WITHOUT A PHOTO ID

1. Vote your "provisional" paper ballot, following the instructions.
2. Return to the Registrar's office – NOT this polling place – before the Registrar's office closes the Friday following Election Day with one of the six forms of acceptable photo ID above.
3. If you do not currently have an acceptable photo ID, as a registered voter without other ID, you can get a FREE Georgia Voter Identification Card at the Registrar's office. You can also get a FREE ID for voting at a driver's license office run by the Department of Driver Services. Once you get your photo ID, take it to the Registrar's office before the office closes the Friday following Election Day.
4. The poll worker can tell you the hours of the Registrar's office and where it is located. The Secretary of State's hotline telephone number to help you is 1-877-725-9797 or online at [www.GAPhotoID.com](http://www.GAPhotoID.com).

### Appendix 3

#### Letter to Georgia Voters – Challenged Ballot Notice

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Dear “Challenged” Ballot Voter:

When you registered to vote, you filled out an application that gave your local county registrar information about who you are. Federal law requires that this information be compared with information on file with the Georgia Department of Driver Services. When that comparison took place, there was some information that did not match up.

One of the pieces of information that did not match up for you was whether you are a United States citizen. When you registered to vote, you said that you were a citizen, but the Driver Services record does not match that information. Under state and federal law, you must be a citizen to register to vote, so this is a very important question to answer.

Because you were not able to clear up this question before you voted, you have been asked to cast a “challenged” ballot. You should contact your local county voter registrar immediately and provide the registrar with documentation that shows your citizenship at the following address:

**[INSERT BOARD OF REGISTRARS CONTACT INFORMATION HERE / INCLUDE PHONE, FAX, AND EMAIL (IF AVAILABLE)]**

You may provide a copy of your documentation to the registrar by personal delivery (by you or someone acting on your behalf), or by sending the copy by mail, fax, or electronic mail (if mail, fax, or electronic mail is used, you should contact the registrar’s office after sending it to make sure it was received).

A list of the types of documents that you could show is included with this notice. You should provide one of these documents not later than 5:00 p.m on Friday, Month, Day, year. If you do not, your local board of registrars has scheduled a more formal hearing to look at this question. This hearing will be held at the following time and place:

**[INSERT TIME AND PLACE ON FRIDAY, month, day, year]**

5. Once you have shown proof of your United States citizenship, your vote will be counted. You can check whether your ballot is counted by contacting your county voter registrar after the election at **[ INSERT TOLL FREE PHONE NUMBER OR WEBSITE ADDRESS ]**.

## State Acronyms

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ABS	Absentee Balloting System
ACCG	Association of County Commissioners of Georgia
AG	Attorney General
ADA	Americans with Disabilities Act
BOR	Board of Regents
BWC	Board of Workers Compensation
CES	Center for Election Systems at Kennesaw State University
CCDR	Campaign Contribution Disclosure Reports
CFV	Credit For Voting
DDS	Department of Driver Services
DFCS	Department of Family and Children Services (mandated agency)
DHR	Department of Human Resources (mandated agencies head)
DJJ	Department of Juvenile Justice
DNR	Department of Natural Resources
DOAS	Department of Administrative Services
DOJ	Department of Justice
DOL	Department of Labor (Rehabilitative Services, mandated agency)
DOR	Department of Revenue
DOT	Department Of Transportation
DPS	Department of Public Safety
DRE	Direct Recording Electronic equipment
DRS	Department of Rehabilitative Services (mandated agency)
DSL	Digital Subscriber Line
DVS	Department of Veterans Service
EAC	Election Assistance Commission
ED	Education Department
ERS	Employees Retirement System
ETF	Elections Task Force
FEC	Federal Election Commission
FEDEX	Federal Express
FPCA	Federal Post Card Application for military/overseas personnel
FVAP	Federal Voting Assistance Program
GBA	Georgia Building Authority
GEC	Georgia Election Code
GEMS	Global Election Management Systems
GEOA	Georgia Election Officials Association
GEOC	Georgia Election Official Certification
GLC	Georgia Lottery Corporation
GMA	Georgia Municipal Association
GOCA	Governor's Office of Consumer Affairs
GPA	Georgia Ports Authority
GPTC	Georgia Public Telecommunications Commission
GRECA	Georgia Real Estate Commission and Appraiser Board
GRTA	Georgia Regional Transportation Authority
GTA	Georgia Technology Authority

HAVA	Help America Vote Act
HRD	Human Resources Department
IDR	Identification Required
IT	Information Technology
KSU	Kennesaw State University
LBO	Legislative Budget Office
LOB	Legislative Office Building
MIDR	Mail In Identification Required
MUNI	Municipality
MVA	Motor Vehicle Association
NASED	National Association of State Election Director
NASS	National Association of Secretaries of State
NIST	National Institute of Standards and Technology
NVRA	National Voter Registration Act of 1993
OCGA	Official Code of Georgia Annotated
OPB	Office of Planning and Budget
OS	Optical Scan
PAC	Political Action Committee
POST	Georgia Peace Office Standards and Training Council
PSC	Public Service Commission
SEB	State Election Board
SFC	Student Finance Commission
SOS	Secretary of State
SUEV	Statewide Uniform Electronic Voting
TRS	Teachers Retirement System
TS	Touch Screen
TVIC	Temporary Voter Identification Card (Registrar Issued ID card)
UGA	University of Georgia (training sessions held there)
UOCAVA	Uniformed and Overseas Citizens Absentee Voting Act - 1973 Federal law
UPS	United Parcel Service
USPS	United States Postal Service
VEC	Voter Education Coordinator
VIC	Voter Identification Card (Registrar issued ID card)
VOTER ID	Voter Identification
VR SYSTEM	Voter Registration System
VRA	Voter Registration Application
VRAG	Voter Registrars Association of Georgia
WCCA	World Congress Center Authority
WIC	Women and Infant Children Program (mandated agency)